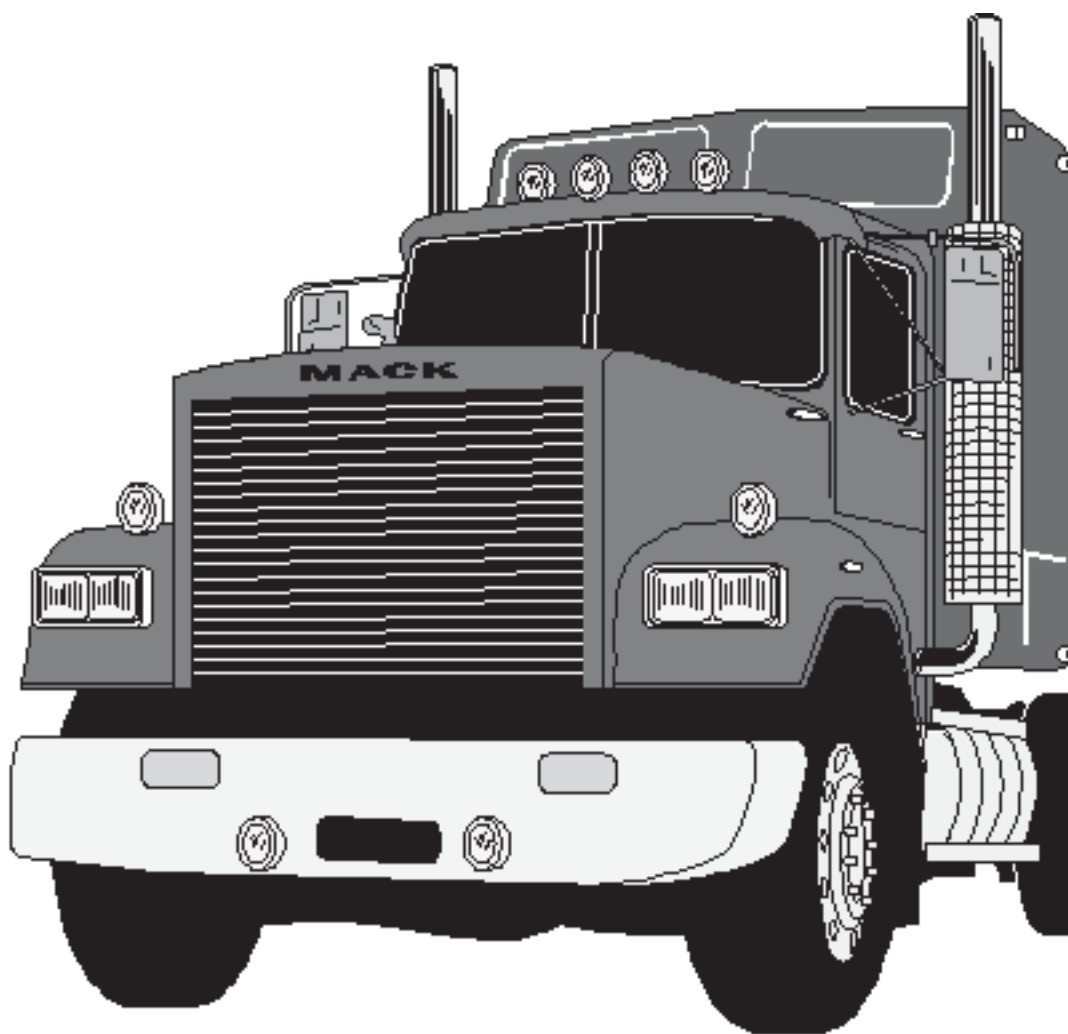


# International Registration Plan Customer Manual



*The Department of Licensing has a policy of providing equal access to its services.  
If you need special accommodation, please call (360)902-3600 or TTY (360)664-8885.*

[www.dol.wa.gov](http://www.dol.wa.gov)

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# INTRODUCTION

## What is the IRP?

The International Registration Plan (IRP) is an interstate compact that allows payment of license fees based on fleet miles operated in various member jurisdictions. The unique feature of this plan is that even though license fees are paid to various jurisdictions in which the fleet is operated, only one set of apportioned plates and cab card is issued for each vehicle registered.

## What jurisdictions are members of the IRP?

Alabama	Manitoba	Oklahoma
Alberta	Maryland	Ontario
Arizona	Massachusetts	Oregon
Arkansas	Michigan	Pennsylvania
British Columbia	Minnesota	Prince Edward Island
California	Mississippi	Quebec
Colorado	Missouri	Rhode Island
Connecticut	Montana	Saskatchewan
Delaware	Nebraska	South Carolina
Dist of Columbia	Nevada	South Dakota
Florida	New Brunswick	Tennessee
Georgia	New Hampshire	Texas
Idaho	New Jersey	Utah
Illinois	New Mexico	Vermont
Indiana	New York	Virginia
Iowa	Newfoundland and Labrador	Washington
Kansas	North Carolina	West Virginia
Kentucky	North Dakota	Wisconsin
Louisiana	Nova Scotia	Wyoming
Maine	Ohio	

## What is Apportioned Registration?

Apportioned registration is a method of licensing a fleet of commercial vehicles operating in more than one jurisdiction. Collected fees are apportioned or “prorated” among the jurisdictions.

## Who is eligible to use Apportioned Registration?

You should apply for apportioned registration for inter-jurisdiction operation of the following:

- Vehicle(s) operating over 26,000 pounds.
- Vehicle(s) with three or more axles regardless of weight. **You will be required to register at a minimum of 14,000 GVW.**
- Vehicle(s) used in combination exceeding 26,000 pounds.

- Vehicles which operate in **two** or more jurisdictions.  
Note: Each vehicle within a fleet must operate in two or more jurisdictions during the registration year for that vehicle to qualify for Apportioned Registration.

## How do I register my vehicle(s) for Alaska?

- Washington base-plated motor carriers must either purchase a 30-day trip permit (\$350.00) per vehicle or pay full Alaska registration fees if they wish to operate in Alaska.
- Trip permits may be purchased at the Alaska Ports of Entry through the presentation of your current vehicle registration and payment of proper fees.
- Full registration or trip permits can be purchased at Alaska Division of Motor Vehicle offices by presenting your current vehicle registration and payment of proper fees.

## When calling the IRP office what do I need to know?

- Have the account number ready.
- Have the fleet number ready.

## GENERAL INFORMATION

State of Washington  
Department of Licensing  
IRP Section

[www.dol.wa.gov](http://www.dol.wa.gov)

Phone: (360) 664-1858  
Fax: (360) 570-7829 or 586-5905

### Olympia Headquarters

#### Office Hours

8:00a.m. – 5:00 p.m., Monday - Friday

Mailing Address: PO Box 9036  
Olympia WA 98507-9036

Physical Address: 2424 Bristol Court SW  
Olympia WA 98502

### Field Office Locations

#### Office Hours

8:30 a.m. – 4:30 p.m., Monday – Friday

*(Vancouver office opens at 9:30 a.m. on Thursdays)*

#### Olympia Counter

2424 Bristol Ct. S.W.  
Olympia WA 98502  
(360) 664-1895

#### Spokane Counter

6517 N Lidgerwood St  
Spokane WA 99208-5390  
(509) 482-3611

#### Vancouver Counter

1301 NE 136<sup>th</sup> Ave  
Vancouver WA 98663  
(360) 260-6396

### DAYS CLOSED

January 1 (New Year's Day)  
3rd Monday in January (Martin Luther King, JR's Birthday)  
3rd Monday in February (President's Day)  
Last Monday in May (Memorial Day)  
July 4 (Independence Day)

1st Monday in September (Labor Day)  
November 11 (Veteran's Day)  
4th Thursday in November (Thanksgiving Day)  
The Day after Thanksgiving Day  
December 25 (Christmas Day)

# NEW ACCOUNTS

The following information applies to **new accounts only**. New accounts should read this section carefully.

## **What do I have to send in to start a new account?**

- Completed Proportional Registration Application Schedule A & C (See the Applications section on page 4 on how to fill this form out.)
- Completed Mileage Schedule B (See the Applications section on how to fill this form out.)
- Current vehicle registrations (See the Applications section on what is required on a vehicle registration.)
- Updated copy of the Motor Carrier Identification Report (MCS-150), for both the Registrant and the Motor Carrier responsible for the safety of the vehicle, if different (see the PRISM section for requirements).
- Current Federal Heavy Vehicle Use Tax form (See the Federal Heavy Vehicle Use Tax section for requirements.)
- Colorado Mileage form (if applicable.)

## **Will I be able to obtain temporary operating authority for my vehicle once I have applied for a license?**

New accounts are not eligible to receive temporary operating authorities issued by the department, unless the vehicle(s) you are prorating is fully licensed.

## **What is an established place of business?**

“Established Place of Business” means a physical structure located within the base jurisdiction that is owned, leased or rented by the fleet registrant. The physical structure shall be designated by a street number or road location. A post office box is not sufficient to satisfy this requirement. This physical structure must be open during normal business hours, and have located within it:

1. A telephone(s) publicly listed in the name of the fleet registrant.
2. A person(s) in the permanent employment of the registrant conducting the fleet registrant’s trucking-related business.
3. The operational records of the fleet and the maintenance of such records (unless such records can be made available.)  
In the event the operational records are not located in Washington and representatives of DOL must travel to another location to examine the records, DOL can require you to reimburse DOL for travel expenses.

The trucking-related business within the base jurisdiction must constitute more than just credentialing, distance and fuel reporting, and/or answering a telephone. Employees in the permanent employment of the registrant, not contractual labor, must be performing the trucking-related duties. A jurisdiction may require whatever information the jurisdiction deems pertinent to show that the registrant has an established place of business within the jurisdiction and that all proper fees and taxes are paid.

## **What are record keeping requirements?**

Once your application is accepted, state law requires you to keep the records on which the application is based for a period of four years following the preceding year or period upon which the application is based.

Upon request of the Department, you must make the records available at a designated office to the Department’s representatives for audit as to the accuracy of records, fee computation and payments.

# APPLICATIONS

## Application Schedule A & C / Replacement Application

### What are some of the types of transactions that can be performed?

- Add a new vehicle
- Delete a vehicle
- Increase/decrease gross weight
- Add a jurisdiction
- Replace identification (i.d.) for lost plates or cab cards, etc.

### What must be completed on all applications to assure timely processing?

- Account Name
- Account Number
- US DOT Number
- Taxpayer Identification Number
- Fleet Number
- Type of Operation
- Weight Group Number
- Transaction Type
- Owner Equipment Number (OEN) & Vehicle Information
- Contact Information
- Signature

### What must be sent in with my application when adding a new vehicle for it to be processed?

- Washington Registration (must **exactly** match the prorate account name)
- Proof of payment of Federal Heavy Vehicle Use Tax for vehicles with a combined gross weight of 55,000 pounds or more.
- Colorado Mileage form (if applicable).

- Updated copy of the MCS-150 form for the Motor Carrier responsible for the safety of the vehicle, if different from the registrant. (**See the PRISM section for requirements**).

### Do faxed applications receive priority?

No. All applications are processed in the date order they are received.

### How are my fleet numbers assigned?

The first number in the fleet number will represent the month (except for October where the zero is used so as not to get confused with January). November and December are represented by the first two numbers in the fleet number. So as never to confuse fleet numbers with similar looking months, only nine fleet numbers are available for each registration month.

The fleet numbers for WA-based fleets will correspond as follows:

REG MONTH	FLEET NUMBERS POSSIBLE
JANUARY	101, 102, 103, 104, 105, 106, 107, 108, 109
FEBRUARY	201, 202, 203, 204, 205, 206, 207, 208, 209
MARCH	301, 302, 303, 304, 305, 306, 307, 308, 309
APRIL	401, 402, 403, 404, 405, 406, 407, 408, 409
MAY	501, 502, 503, 504, 505, 506, 507, 508, 509
JUNE	601, 602, 603, 604, 605, 606, 607, 608, 609
JULY	701, 702, 703, 704, 705, 706, 707, 708, 709
AUGUST	801, 802, 803, 804, 805, 806, 807, 808, 809
SEPTEMBER	901, 902, 903, 904, 905, 906, 907, 908, 909
OCTOBER	001, 002, 003, 004, 005, 006, 007, 008, 009
NOVEMBER	111, 112, 113, 114, 115, 116, 117, 118, 119
DECEMBER	121, 122, 123, 124, 125, 126, 127, 128, 129

### How do I get Washington credit on a deleted vehicle?

For credit to be applied, an application to delete the vehicle along with the **original**, current cab card must be mailed to our office. If the cab card has been lost or destroyed, a **signed, notarized Certificate of Fact** must be submitted in lieu of the cab card. These forms are available from your local licensing agent, or by calling the Prorate office. **Faxed applications will not receive any license fee credit.**

License fee (gross weight) credit stays with the vehicle if you sign the "Agreement to Transfer" on the cab card. You should still delete the vehicle from the fleet and return the plates.

### How much Washington credit will I receive?

The credit you receive will be for license/gross weight fees only. You will receive the full amount of the remaining credit beginning with the first full month after the deletion date, **unless the credit amount is less than \$15.**

License/gross weight credit must be used within the same fleet and registration year. **This credit is not transferable to another fleet, refundable, or carried forward to the new registration year.**

**Note: Credit policies for foreign jurisdiction fees vary. Please contact the specific jurisdiction for further information.**

### Can I get a refund on deleted vehicles?

No refunds will be given for unused Washington license fee (gross weight) credits. Fees paid for vehicle trip permits or temporary authorization permits are not refundable or creditable toward vehicle registration. Refunds of less than \$2.00 are prohibited by law.

**Fees are refundable only if they meet the following criteria:**

- Department of Licensing makes a processing error; or
- Fees have been paid for vehicle(s) deleted from the fleet before the beginning of the new registration year.

- If a deletion application is received after the beginning of the new registration year, proof that the vehicle was permanently removed from your fleet **prior to the beginning of the new registration year** must accompany your request for a refund. Proof is generally limited to the following items:
- Copy of the bill of sale;
- Insurance report of destruction or accident of vehicle; or
- Vehicle licensed in error by two companies in two fleets. In cases of dual licensing, the account numbers and registrant's names must be provided in order to help in verifying the error.

### Can I get a Temporary Authority on new vehicles?

If you have an existing account and provide the correct paper work for the new vehicle(s), you are eligible for a Temporary Authority.

\*See the section on **Temporary Authorization Permits (TAP accounts)** for information on how to set up an account and issue your own temporary vehicle authority.

### Registration in base jurisdiction of service representative.

In cases where the Household Goods Carrier's vehicle(s) is elected to be registered in the base jurisdiction of the service representative, the vehicle(s) shall be registered in the service representative's name and that of the carrier as lessee, with the apportionment of fees according to the combined records of the service representative and the carrier (lessee), and such records must be kept or made available in the service representative's base jurisdiction.

### Registration in base jurisdiction of carrier.

If the carrier elects to register in the carrier's base jurisdiction, and the jurisdiction is a member jurisdiction, the base jurisdiction shall register the vehicle(s) in the carrier's name. The service representative shall be listed as the lessor. The carrier's and the service representative's combined records shall be used to determine apportioned fees.

Records must be kept or made available in the carrier's base jurisdiction. Service representatives properly registered under this election shall be fully registered for operations under their own authority as well as the authority of the carrier.

## COMPLETING THE APPLICATION SCHEDULE A & C

<b>IRP NUMBER</b>	Enter your assigned five-digit account number. If you are a new applicant, write “ <b>new</b> ” in this area.
<b>FLEET NUMBER</b>	Enter the fleet number assigned to you. If you are a new applicant, write “ <b>new</b> ” in this area.
<b>REG YEAR</b>	Enter the current registration year.
<b>TIN NUMBER</b>	Enter your nine (9) digit Taxpayer Identification number.
<b>U.S. DOT NUMBER</b>	Enter your US DOT Number. <b>If you are setting up your <u>own</u> Prorate account, you <u>must</u> have your own US DOT Number.</b>
<b>IFTA NUMBER</b>	Enter your Washington IFTA account number, if applicable.
<b>NAME OF IRP ACCOUNT</b>	Enter the name of the account to be prorated. The name on the registration must <b>exactly</b> match the IRP account name.
<b>STREET ADDRESS</b>	Enter the actual street address where the business is located
<b>CITY, STATE, ZIP</b>	Enter the city, state and zip code. The business must be located in the base jurisdiction.
<b>MAILING ADDRESS</b>	Enter the mailing address if different than the street address
<b>PERSON TO CONTACT REGARDING APPLICATION</b>	Enter the name of a contact person who can discuss details of the applications and payments. <b>Include the phone number and fax number of the contact person, as well as any e-mail address.</b>
<b>BUSINESS TYPE</b>	Check the appropriate business entity.
<b>TRANSACTION TYPE</b>	Refer to this area when filling out Column 1 on the application.
<b>VEHICLE TYPE</b>	Refer to this area when filling out Column 6 on the application.
<b>TYPE OF OPERATION</b>	<p>Check the type of operation you are engaged in.</p> <ul style="list-style-type: none"> <li>• <b>Exempt Commodity Carrier (EX)</b> means any person operating a vehicle exempted from certain provisions such as: <ul style="list-style-type: none"> <li>a. Motor vehicles when transporting exclusively the United States mail or in the transportation of newspapers or periodicals.</li> <li>b. Motor vehicles specially constructed for towing disabled vehicles or wrecking and not otherwise used in transporting goods for compensation.</li> <li>c. Motor vehicles normally owned and operated by farmers in the transportation of their own farm, orchard, or dairy products, including livestock and plant or animal wastes, from point of production to market.</li> </ul> </li> <li>• <b>Household Goods Carrier (HC)</b> means a carrier handling: <ul style="list-style-type: none"> <li>a. Personal effects and property used or to be used in a dwelling;</li> </ul> </li> </ul>



**WEIGHT GROUP NUMBER**

- b. Furniture, fixtures, equipment, and property or stores, offices, museums, institutions, hospitals or other establishments, when a part of the stock, equipment, or supply of such stores, offices, museums, institutions, including objects of art, displays and exhibits, which, because of their unusual nature or value, require the specialized handling and equipment usually employed in moving household goods.
- **Private Carrier (PC)** is a person who transports by his own motor vehicle, property being bought or sold by that person.
  - **For Hire Carrier (HH)** (Contract carrier) includes persons engaged in transportation of property for compensation over the public highways of a state as brokers or forwarders.

Enter your assigned weight group number. Enter the gross weight (gw) for each jurisdiction you wish to prorate in the appropriate jurisdictional box. If you are a new account, the following procedures can help determine what weight group number you should use.

**What weight group number should I use?**

A power unit weight group number will always end with a 1. The first weight group number will be 001, with additional weight group numbers being incremented in steps of 10 (i.e. 001, 011, 021, 031, 041, 051, 061, etc.)

Enter the gross vehicle weight in the jurisdictions you are running. Make sure the vehicles listed on the A/C are those that run at the weights you are entering in the weight group.

**TRANS. TYPE (COLUMN 1)**

Enter the character described below that identifies the type of transaction for the vehicle being listed.

A - adding vehicles	G - decreasing gross weight
C - change	I - increasing gross weight
D - deleting vehicles	J - adding jurisdictions
FA - fleet to fleet, add to fleet	R - renewal
FD - fleet to fleet, delete from fleet	

**OWNER EQUIP# (COLUMN 2)**

Enter the vehicle equipment number using alpha-numeric characters.

- Equipment numbers cannot:
- be preceded by a zero or an alpha "o"
  - contain dashes (-) or other special symbols
  - exceed eight (8) alpha/numeric characters

**VEHICLE  
IDENTIFICATION NUMBER  
(COLUMN 3)**

Enter the Vehicle Identification Number (VIN). Vehicles manufactured in 1981 and after must have 17 characters.

**YEAR (COLUMN 4)**

Enter the last two digits of vehicle model year.

**MAKE (COLUMN 5)**

Enter the abbreviation on the Washington registration.

**TYPE OF VEHICLE (COLUMN 6)**

Enter the code for vehicle type from the list below:

**Power**

TT — Truck Tractor

TR — Tractor

TK — Truck (single)

RT — Road Tractor

LG — Log Truck

DT — Dump Truck

BS — Bus

**AXLES OR SEATS (COLUMN 7)**

Enter the number of axles, including the steering axle. For buses, enter the number of seats, including the driver's seat. For Quebec you must also include the number of axles on a trailer.

**TYPE OF FUEL (COLUMN 8)**

Enter the code described below for the type of fuel used in power units.

D - Diesel

G - Gas

P - Propane, LPG, Natural Gas

**UNLADEN WEIGHT (COLUMN 9)**

Enter the exact empty scale weight of each vehicle in pounds.

**Kilograms will not be accepted.** Do not round off the weights; rounded weights will not be accepted.

**DECLARED COMBINED  
GROSS WEIGHT (COLUMN 10)**

Enter the gross weight (gw) in even 2,000 pound increments. (i.e. 76,000, 78,000, 80,000, or 82,000, **not** 11,000, 13,000, 15,000; etc.) **Kilograms will not be accepted.**

**PURCHASE PRICE OF VEHICLE  
(COLUMN 11)**

Enter the "Value Code" figure on the Washington registration.

**PURCHASE DATE (COLUMN 12)**

Enter the month, day and year the vehicle was purchased by the current owner.

**LEASE DATE (COLUMN 13)**

Enter the month, day and year the lease was initiated, if the vehicle is being leased.

**OWNER / LESSOR  
(COLUMN 14)**

Enter the name of the owner/lessor if the vehicle is owned by someone other than the registrant. If the vehicle is owned by the registrant, leave this column blank.

**LIC / PLT # or TPO #  
(COLUMN 15)**

Enter the previous (old) plate number. If there is no plate number, enter the TPO ("Title Purpose Only") number (will be on your registration) assigned to the vehicle.

**US DOT (COLUMN 16)**

Required. If long-term leasing (31 days or more) to a motor carrier, place the US DOT number of the lessee motor carrier in this column. If short-term leasing to a motor carrier, enter your US DOT number.

**TIN (COLUMN 17)**

Required. If long-term leasing (31 days or more) to a motor carrier, place the Taxpayer Identification number of the lessee motor carrier in this column. If short-term leasing to a motor carrier, enter your Taxpayer Identification number.

**SIGNATURE (BOTTOM OF FORM)**

**NOTE: By signing the application you declare you are knowledgeable of the Federal Motor Carrier Safety regulations, such as:**

- Qualifications of drivers
- Notification and reporting of accidents (49 CFR 300-399)
- Hazardous Materials regulations (49 CFR 100-185)
- State regulations relating to the above (RCW 81.80 and WACs 446-50, 65: 480- 12-180, -190)

Information regarding these regulations can be obtained from the Washington Utilities and Transportation Commission at (360) 664-1160, or accessing their website at [www.wutc.wa.gov](http://www.wutc.wa.gov).

The Federal Motor Carrier Safety Administration also has this information available at their website [www.fmcsa.dot.gov](http://www.fmcsa.dot.gov).

# COMPLETING THE MILEAGE SCHEDULE B

## When do I need to use estimated miles?

Use estimated mileage if you are:

- A new account with no actual miles in the mileage reporting period.
- An existing account adding a new fleet
- Adding a jurisdiction not previously operated in.
- A first year renewal with less than three months of actual mileage in the mileage reporting period.

\*\*See Washington Based IRP Mileage Requirements Chart on next page.

## When do I need to use actual miles?

Use actual mileage if you are:

- A new account with actual miles from another jurisdiction during the mileage reporting period.
- An existing account renewing for the year with three months or more of actual miles during the mileage reporting period.
- An existing Prorate account that is now incorporating and has at least three months of actual miles during the mileage reporting period.

If you are estimating miles, on side two (2) of the A/C schedule use the Washington Based IRP Mileage Requirements Chart. Indicate what method you are using to estimate your miles.

Bus registrants have the option of reporting total distance. The total distance may be the sum of all actual in-jurisdiction miles or kilometers or a sum equal to the scheduled route miles or kilometers per jurisdiction from the farthest point of origination to the farthest point of destination of the scheduled pool.

## What do I enter on the schedule?

Place a "Y" (yes) in the box in front of the jurisdiction in which you would like to register your fleet;

**Or**

A "N" (no) for those jurisdictions in which actual mileage may be shown, but registration is not desired. Enter the fleet mileage for each jurisdiction and indicate whether the miles are estimated ("E") or actual ("A") in the "A/E" column following the jurisdiction's name. Do not enter an "N" with an "E".

Make sure you enter mileage amounts for any jurisdiction you wish to prorate in. We cannot register you in a jurisdiction without a corresponding mileage figure greater than zero.

## Colorado Mileage

The State of Colorado has a three-tiered fee schedule. One fee schedule is for private carriers. All other types of carriers will default to a "for-hire" fee schedule.

The final fee schedule is for power units which travel less than 10,000 miles nationally per year. If the power unit qualifies for either of the first **two schedules** and the less than 10,000 miles fee schedule, the lesser of the registration fees shall apply.

This Colorado fee schedule requires carriers to report individual power unit mileage for power units which will operate in Colorado and when adding Colorado as a jurisdiction.

## Mileage Reporting Guidelines for Colorado

- Mileage **shall** be reported if the vehicle has a total of twelve consecutive months of mileage accrual for the mileage reporting period.
- If the vehicle does not have a full twelve consecutive months of mileage accrual within the mileage reporting period, but does have a previous twelve consecutive months of mileage history, the carrier **shall** use the previous twelve consecutive months of mileage history.
- If the vehicle does not have a full twelve months of mileage accrual, the carrier **must** declare an estimate which will result in automatic fee calculation based on the over 10,000 mile fee schedule.
- If the vehicle travels 10,000 miles or less within the registration year in which the estimate was stated, the carrier may apply for a refund **through Colorado**. Call (303) 205-5602 for more information.

# WASHINGTON BASED IRP ESTIMATED MILEAGE REQUIREMENTS

Registrants who request registration for a jurisdiction where no miles accrued the preceding year (July 1 - June 30) must estimate the mileage. Zero miles will not be accepted. The following methods are only applicable when estimating. **If you accrued three or more months of actual miles during the preceding year, you must report those actual miles.** Do not use any of the methods listed below.

There are three acceptable methods of estimating miles:

- By using the Washington Estimated Mileage Chart (See Method 1)
- By using your own calculations (See Method 2)
- By using a combination of the two methods

## METHOD 1

If you have insufficient information to calculate your own estimate, use the figures set forth below. **Note: The chart miles are for one vehicle. If multiple vehicles are in your fleet, multiply the chart miles by the number of vehicles in your fleet to arrive at your estimate.**

JURISDICTION	MILEAGE	JURISDICTION	MILEAGE	JURISDICTION	MILEAGE	JURISDICTION	MILEAGE
AB Alberta	198	IN Indiana	1207	ND North Dakota	881	QC Quebec	18
AK Alaska	1342	KS Kansas	1539	NE Nebraska	1779	RI Rhode Island	19
AL Alabama	279	KY Kentucky	462	NF Newfoundland/Labrador	560	SC South Carolina	127
AR Arkansas	559	LA Louisiana	248	NH New Hampshire	16	SD South Dakota	489
AZ Arizona	2321	MA Massachusetts	120	NJ New Jersey	200	SK Saskatchewan	114
BC British Columbia	1051	MB Manitoba	21	NM New Mexico	1842	TN Tennessee	998
CA California	17201	MD Maryland	140	NS Nova Scotia	6	TX Texas	11792
CO Colorado	1464	ME Maine	17	NT NW Territories	2301	UT Utah	2017
CT Connecticut	130	MI Michigan	278	NV Nevada	2234	VA Virginia	457
DC Dist. of Columbia	1	MN Minnesota	827	NY New York	325	VT Vermont	16
DE Delaware	14	MO Missouri	1606	OH Ohio	1678	WA Washington	24176
FL Florida	546	MS Mississippi	21	OK Oklahoma	1133	WI Wisconsin	907
GA Georgia	565	MT Montana	1762	ON Ontario	55	WV West Virginia	171
IA Iowa	1088	MX Mexico	167	OR Oregon	10815	WY Wyoming	2369
ID Idaho	3152	NB New Brunswick	15	PA Pennsylvania	1134	YT Yukon	690
IL Illinois	2767	NC North Carolina	281	PE Prince Edward Island	1		

## METHOD 2

If you know your proposed route of travel, you must provide sufficient information to the department to justify the estimated mileage for **each** jurisdiction. Substantiate those miles by submitting details of the proposed operation, location, highway, distance to be traveled and number of vehicles in your fleet.

This information must be submitted with your application to operate in additional states or Canadian Provinces.

# SUPPLEMENTAL APPLICATIONS

## How do I add fully licensed vehicles?

If a vehicle being added to the fleet paid full Washington license fees during the registration year, you may receive credit by attaching a copy of the original registration to your application.

## How do I add vehicles to fleets that contain license fee credit?

If you are adding a power unit to your fleet, and you are due a license fee credit, the Department will apply the Washington license fee credit to the new power unit.

## How do I add vehicles that have been previously prorated with another company?

Submit a schedule A/C with the following information: If you are adding a vehicle to your fleet that was previously prorated with another company during the current registration year, please note on the application that the vehicle was previously prorated. Include a Washington registration reflecting the new prorate account name.

**Washington credit for license fees will only be given when the cab card is signed and returned with the application.**

## How do I add back a vehicle that was previously prorated to my existing fleet?

Submit a schedule A/C with the following information: If you are adding back a vehicle to your fleet that was previously prorated during the current registration year, please note on the application that this vehicle was previously prorated in your fleet and that you are adding it back on. This will ensure that previously paid fees are properly credited to your invoice for this vehicle.

**Including a copy of the previous cab card will also be helpful in assisting staff to process your application quicker.**

## How do I delete a vehicle from my fleet?

A vehicle must be deleted on an Application Schedule A & C form. All vehicle information must be completed on the application. To receive license fee credit on a Washington-based carrier's power unit, **the original current cab card must be returned with the application.** If the cab card has been lost or destroyed, a signed, notarized Certificate of Fact must be submitted in lieu of the cab card.

These forms are available from your local licensing agency, or by calling the Prorate office. **Faxed applications will not receive any license fee credit.**

## How do I increase gross weight?

Using the A/C application, complete the weight group section. The increase may not exceed the maximum weight for any IRP jurisdiction. If the weight group is already established, please indicate the correct weight group number and indicate the weights in the jurisdiction. If the weight group is new, please indicate the new weight group number along with the weights for each jurisdiction.

For "transaction type", under vehicle information, indicate an "I" for increased gross weight, then complete the vehicle information for each vehicle. If increasing more than one vehicle but into different weight groups, a separate application for each weight group is needed.

**If the new combined gross weight equals or exceeds 55,000 lbs, proof of payment or suspension of Federal Heavy Vehicle Use Tax must be furnished with the application.**

If the application is complete, a Temporary Letter of Authority will be issued to allow immediate operation at the higher weight.

\*See the section on **Temporary Authorization Permits (TAP accounts)** for information on how to set up an account and issue your own temporary vehicle authority for increasing gross vehicle weight.

Fees for the remainder of the year will be calculated at the higher weight. The new cab card(s) showing the increased gross weight will not be issued until the appropriate fees have been paid.

## How do I decrease gross weight?

You will not receive any credit for decreasing gross weight. In addition, you will be charged a \$2 cab card fee for each vehicle you are decreasing the gross weight on.

**Note:** Some jurisdictions **do not allow** a decrease in gross weight during the registration year.

The weight group section must show the desired gross weight and the jurisdiction in which you want the decrease. If the weight group is already established, please indicate the correct weight group number and indicate the weights in the jurisdictions. If the weight group is new, please indicate the new weight group number along with the weights in each jurisdiction you are registered.

\*See the section on **Temporary Authorization Permits (TAP accounts)** for information on how to set up an account and issue your own temporary vehicle authority for added jurisdictions.

For "Transaction Type" under vehicle information, indicate a "G" for decrease gross weight, then complete the vehicle information for each vehicle. If decreasing one or more vehicle gross weights and they are not the same, a separate application for each vehicle is required.

### **How do I add jurisdictions?**

Using the A/C schedule a carrier may add jurisdictions to their fleet(s) throughout the registration year. When adding new jurisdictions during the registration period, the original percentages will not be affected. **All vehicles in the fleet will be charged for each added jurisdiction at a rate above 100%.** If you want to add a jurisdiction to one vehicle only, a new fleet must be created. Jurisdictions added during renewal using estimated miles will have fees for each vehicle calculated within the 100% rate, unless it is the second year you estimated miles for that jurisdiction.

**Note: The new fleet will be assigned a number corresponding with the month in which you are creating it.**

In the weight group section of the application, show the jurisdiction(s) to be added and weight(s) for each different weight group. Mileage Schedule B must also be completed, indicating the estimated mileage for the new jurisdiction. A detailed explanation for determining the estimated mileage is required on schedule B.

Note: A completed Colorado Mileage form must be submitted when adding Colorado as a jurisdiction.

**Estimated mileage should be realistic about the number of fleet miles to be traveled annually in all jurisdictions requested. If the mileage estimated does not appear to reflect a realistic estimate, the Department has the authority to adjust the miles. You must use the mileage chart and methods described on page 11.**



# RENEWALS

## Why are some of my vehicles not listed on my renewal?

Your renewal application lists all active vehicles in your fleet as of the printing of the renewal. Any vehicles added after the print date must be added on the renewal manually or an application Schedule A/C should be submitted with the renewal application.

If you add any vehicles to your fleet after you have mailed your renewal application to the IRP office, you must submit a separate application A/C for the vehicle(s) added. The IRP office will not renew any vehicles added after your renewal was printed and sent to you without an application to add them.

## How will I know which registration period I was assigned?

Your fleet number, registration period and expiration date for existing fleets will be printed on the first page on your renewal application or you can look on the mileage reporting chart for registration period. Please do not alter this information.

If you are separating your existing fleet(s) into multiple fleets, please fill out a Schedule A/C and/or take copies of the pages of the renewal application that contains the vehicles you are moving to the new fleet(s).

## How are my fleet numbers assigned?

See the Applications section.

## How do I make changes on my renewal?

Make sure all corrections to your carrier, weight and vehicle information are made in INK. This will insure the changes are made by our office.

## It is important that your contact person and telephone number, including area code, is correct.

If using Schedule A/C to make new fleets, copy the information **as printed** on the renewal application and make the corrections in ink.

## Do I need to keep a copy of my renewal?

Yes, retain a copy of your renewal application(s) for each fleet. If you do not receive a billing by one month from your renewal date, contact our office. If you kept your copy of the renewal, you can make a copy and send it into our office to replace the lost original renewal application.

## What must I send in with my renewal?

- Your validated IRS form 2290 and Schedule 1(listing of vehicles by VIN number) for all vehicles with a gross weight of 55,000 pounds or greater.
- A completed Washington leased vehicle listing form if you are the lessor of any vehicles which are long term leased (31 days or more) to another motor carrier, but remain in your prorate fleet.
- Updated MCS-150 forms for both the registrant and the motor carrier responsible for the safety of the vehicle, if different. (See the **PRISM** section) You can also update your MCS-150 form on -line at [www.safer.fmcsa.dot.gov](http://www.safer.fmcsa.dot.gov).

**NOTE: If you do not update your MCS-150 on-line or do not submit a completed MCS-150 with your renewal, the renewal will be returned and processing delayed. For questions on MCS-150 forms contact FMCSA at (360) 753-9875.**

- Registrations must be included for all added vehicles.
- Return the original copy of the renewal printout to our office within one month and keep the carbon copy for your records.

## How do I report my mileage?

**The mileage reporting period every year is from July 1 through June 30 of the preceding calendar year.**

\*See "Mileage Reporting Period" Chart on the next page to determine your mileage reporting period.

The last page of the renewal application is the Mileage Schedule B. Each jurisdiction in the United States and Canada is listed.

Make sure you enter mileage amounts for any jurisdiction you wish to prorate in. We cannot register you in a jurisdiction without a corresponding mileage figure greater than zero.

## What if I have less than a full twelve months of operations during the mileage reporting period?

If you have three months or more of actual mileage during the mileage reporting period and the mileage is representative of your operations, you should report this mileage. If you do not have this type of mileage, you will need to estimate for a second year.



**When is my renewal due?**

All renewal applications are best sent to the Department of Licensing within one month of receiving the application through the mail. If your application is not received before this date, we cannot guarantee you will receive credentials prior to your expiration date. **No Temporary Authorities will be issued.**

**When will my renewal be processed?**

Your renewal will be processed in the date order it was received. There is limited renewal processing done at counter locations.

**When do I use my new IRP Credentials?**

The cab cards from the previous registration year and the cab cards for the renewal period shall be carried in the appropriate vehicles until the renewal registration period commences.

**Is there a non-enforcement period for renewals?**

No.

**Can I change my registration month?**

No.

***Mileage Reporting Periods***

Fleet No.	Registration Period (Begin - Expire)	Mileage Reporting Period (Preceding Year)	Fleet No.	Registration Period (Begin - Expire)	Mileage Reporting Period (Preceding Year)
101	Jan 1, 2006- Dec 31, 2006	July 2004 - June 2005	101	Jan 1, 2007 - Dec 31, 2007	July 2005 - June 2006
201	Feb 1, 2006- Jan 31, 2007	July 2004 - June 2005	201	Feb 1, 2007- Jan 31, 2008	July 2005 - June 2006
301	Mar 1, 2006- Feb 28, 2007	July 2004 - June 2005	301	Mar 1, 2007- Feb 28, 2008	July 2005 - June 2006
401	Apr 1, 2006- Mar 31, 2007	July 2004 - June 2005	401	Apr 1, 2007 - Mar 31, 2008	July 2005 - June 2006
501	May 1, 2006- Apr 30, 2007	July 2004 - June 2005	501	May 1, 2007 - Apr 30, 2008	July 2005 - June 2006
601	Jun 1, 2006- May 31, 2007	July 2004 - June 2005	601	Jun 1, 2007 - May 31, 2008	July 2005 - June 2006
701	Jul 1, 2006 - Jun 30, 2007	July 2004 - June 2005	701	Jul 1, 2007 - Jun 30, 2008	July 2005 - June 2006
801	Aug 1, 2006 - Jul 31, 2007	July 2004 - June 2005	801	Aug 1, 2007 - Jul 31, 2008	July 2005 - June 2006
901	Sept 1, 2006- Aug 31, 2007	July 2004 - June 2005	901	Sept 1, 2007 - Aug 31, 2008	July 2005 - June 2006
009	Oct 1, 2006- Sept 30, 2007	July 2004 - June 2005	009	Oct 1, 2007 - Sept 30, 2008	July 2005 - June 2006
111	Nov 1, 2006 - Oct 31, 2007	July 2004 - June 2005	111	Nov 1, 2007- Oct 31, 2008	July 2005 - June 2006
121	Dec 1, 2006- Nov 30, 2007	July 2004 - June 2005	121	Dec 1, 2007 - Nov 30, 2008	July 2005 - June 2006

## **CARRIER INFORMATION**

### **REGISTRANT NAME**

Be sure the registrant name on the renewal application is correct. If you are changing the registrant name (other than spelling corrections), you must provide registration(s) for each vehicle in the fleet showing the name.

### **BUSINESS ADDRESS**

This is the physical location of the business.

### **MAILING ADDRESS**

This is the address you want correspondence mailed to, if other than the business address.

### **CONTACT PERSON INFORMATION**

Please provide the name of the individual who is most involved in the registration process. Indicate the correct phone and fax numbers, as well as any e-mail addresses.

### **US DOT NUMBER**

Enter your US DOT Number. **You must have your own US DOT Number if the Prorate account is in your name.**

### **TYPE OF OPERATION**

EXEMPT COMMODITY CARRIER	EX
HOUSEHOLD GOODS CARRIER	HC
PRIVATE CARRIER	PC
FOR HIRE CARRIER	HH

### **WEIGHT GROUP(S)**

Each individual weight group (if your fleet has more than one) is listed on separate pages with the vehicles that are currently registered at the weights listed.

If you are adding jurisdiction(s) that are not listed currently, write the jurisdiction abbreviation and the weight you wish to register next to the current jurisdictions listed.

If you are deleting a jurisdiction, line through the abbreviation and the weight listed in each weight group.

NOTE: Jurisdictions indicated with a "Y" to prorate on the mileage schedule B need to appear in all weight groups.

## **VEHICLE INFORMATION**

### **TRANS — Transaction Code**

List the one letter code for the type of transaction.

#### **A -- Add**

This is a new vehicle. Write or type the new vehicle information on the renewal application (under the correct weight group) or add on a Schedule A/C application and submit with the renewal application. Provide a copy of the registration/title application. If a vehicle was added late in the year and does not appear on your renewal, indicate the vehicle was added late.

#### **C -- Change**

Make a change to this vehicle in any of the listed fields.

#### **D -- Delete**

Delete this vehicle; line the vehicle information out.

<b>F/A -- Fleet to Fleet Add</b>	To move this vehicle to this fleet from another fleet, list the old fleet number next to the OEN column and the vehicle information from the old fleet IN FULL corresponding with the columns listed (or photocopy the old fleet renewal page highlighting the unit you are adding/moving).
<b>F/D -- Fleet to Fleet Delete</b>	To move this vehicle to another fleet, list the new fleet number to the right of the OEN column and line the vehicle information out.
<b>G -- Decrease Gross Weight</b>	To decrease gross weight, write the weight group number of the weight group you are moving the vehicle to between the OEN and VIN column. Correct the COMBINED OR GROSS WEIGHT field at the vehicle level.
<b>I -- Increase Gross Weight</b>	To increase gross weight, write the weight group number of the weight group you are moving the vehicle to between the OEN and VIN column. Correct the COMBINED OR GROSS WEIGHT field at the vehicle level to match the new WA weight (if applicable).
<b>EQUIP NO</b>	Make any changes to existing owner equipment numbers. <b>OWNER EQUIPMENT NUMBERS CAN ONLY BE CHANGED AT RENEWAL TIME.</b>
<b>VIN</b>	Check the vehicle identification number for each vehicle. A REGISTRATION MUST BE SUBMITTED SHOWING ANY CHANGES.
<b>YEAR</b>	Make any corrections to the year of the vehicle. A REGISTRATION MUST BE SUBMITTED SHOWING THE CHANGES.
<b>MAKE</b>	Make any corrections to the vehicle's make. A REGISTRATION MUST BE SUBMITTED SHOWING THE CHANGES.
<b>TYPE</b>	Make any corrections to the type of vehicle. A REGISTRATION MUST BE SUBMITTED SHOWING THE CHANGES.  Valid power vehicle types are TT - truck tractor or truck in combinations; TR - tractor; TK - single truck; DT - dump truck; RT - road tractor or mobile home toter; LG - exclusive log truck; BS -bus.
<b>SEATS &amp; AXLES</b>	Make any corrections to the number of axles. If the unit is a bus, make any corrections to the number of seats.
<b>FUEL</b>	Make any corrections to the fuel type.
<b>UNLADEN WEIGHT</b>	Make any corrections to the unladen or scale weight of the vehicle.
<b>COMBINED OR GROSS WEIGHT</b>	This is the declared weight for the base state (Washington). Remember when moving vehicles to different weight groups to change this field for each vehicle you move.

**PURCHASE PRICE**

Verify the purchase price. When making corrections or changes (such as a lessor change), please provide a new registration. Changes will not be made without it.

**PURCHASE DATE**

When changing a purchase date, please provide a new registration; if correcting a purchase date, provide the original for clarification.

**NAME OF LESSOR**

IF THE LESSOR NAME CHANGES, YOU **MUST** PROVIDE A NEW PURCHASE PRICE AND DATE AS WELL AS A REGISTRATION, **EVEN IF THE REGISTRANT STAYS THE SAME.**

**USE CLASS**

Power vehicles running 42,000 lbs or more in combination with a trailer should have a use class of "CMB". Log trucks are exempt and have a use class of "LOG". Single trucks and other power units running 40,000 lbs or less should have a use class of "COM".

A CMB use class allows the power unit to operate with a permanent plated trailer; the other use classes do not allow this type of operation.

**LICENSE NUMBER**

Verify the plate number listed is the current plate number.

**MILEAGE INFORMATION**

**MILEAGE COLUMN**

Enter the actual mileage for each jurisdiction accumulated by the fleet vehicles while they were a part of the fleet during the appropriate mileage reporting period.

If the vehicles began operating in a jurisdiction after the end of the mileage reporting period, provide a realistic estimate of the miles to be traveled by all fleet vehicles. Include an explanation of any estimated mileage on the renewal Schedule B.

**A/E COLUMN**

Mark an "A" in this column next to the jurisdictions when the mileage is actual. Mark an "E" in this column next to the jurisdictions when the mileage listed is estimated. **Be sure to include an explanation for these jurisdictions.**

**Y/N COLUMN**

Mark a "Y" in this column next to the jurisdictions in which you wish to register. Be sure a weight is listed for each weight group for each jurisdiction you indicate with a "Y". Weight groups are listed at the beginning of each set of vehicles registered to operate at the listed weights. Mark a "N" in this column next to the jurisdiction(s) in which you report mileage, but registration is not desired.

# FEDERAL HEAVY VEHICLE USE TAX (FORM 2290)

## Is proof of payment of the FHVUT required?

Yes, except in the following circumstances:

- Vehicles have been purchased within the last sixty (60) days
- Vehicles have a combined gross weight less than 55,000 pounds.
- Vehicles were purchased more than 60 days ago; however, this is the first time they are being used on public highways. Please indicate this on the IRP application.

**Note:** Even though you are not required to submit proof of payment under any of the above circumstances, the **IRS still requires that a Form 2290 be filed and any taxes due paid**. It must be filed by the last day of the month following the month of first use.

For example, a taxable vehicle is first used on a public highway in September. A Form 2290 return must be filed with the IRS and any taxes due paid by October 31<sup>st</sup>.

## What documents must I submit to show proof of payment of my FHVUT?

An IRS-receipted Schedule 1 (Form 2290), **or** a copy of Schedule 1 as filed with the IRS and both sides of the canceled check used for payment of taxes to the IRS.

Schedule 1 must include the VIN numbers for each vehicle in the fleet. Carriers with fleet numbers 701-121 may submit the previous year's 2290. Carriers with fleet numbers 101-601 must submit the current year's 2290.

## Who do I contact with questions regarding my FHVUT?

For immediate assistance, call (503) 326-3437 and ask for the "Duty officer of the day". You may also call (866) 699-4096 from 8:00 a.m. to 6:00 p.m. EST (5 a.m. to 3 p.m. PST). The IRS website is: [www.irs.ustreas.gov](http://www.irs.ustreas.gov).

The following is a list of IRS walk-in offices that are open Monday through Friday, 8:00 a.m. to 4:30 p.m.

### **BELLINGHAM**

114 W. Magnolia St Ste 207  
Bellingham, WA.

### **OLYMPIA**

404 Legion Way Ste 300  
Olympia, WA.

### **SEATTLE**

915 Second Ave Ste 456  
Seattle, WA.

### **SPOKANE**

W 920 Riverside Ste 111  
Spokane, WA.

### **VANCOUVER**

500 W 12th St Ste 200  
Vancouver, WA.

### **YAKIMA**

107 S 7<sup>th</sup> Ave Ste 200  
Yakima, WA.

# NAME CHANGE, PAYMENTS, RECORD KEEPING, HUNTER'S PERMIT, GASES

## Name Change

For Washington-based carriers to change names, the Washington Certificate of Title must be changed through **your local county auditor, agent or sub-agent**. (The name on the title application must be exactly the same as your IRP account name.)

When title transfers are done, a copy of the registration must accompany an application for "Replacement of License Identification" (form # PR 450-106). A fee of \$2.00 for each cab card showing the new name needs to be sent in with the application.

If the renewal application is sent with the request for a name change, along with the registration for Washington based carriers, the \$2.00 fee will be waived. When the renewal invoice is paid, the cab cards will be issued in the new name.

At the discretion of the IRP section, a Letter of Authority may be issued to allow a carrier to continue operations during the name change process.

**IMPORTANT: A change in ownership of a company is not a name change. If there is a change of ownership, the transaction will be processed as a new account, not as a name change.**

**A new account and fleet number will be assigned, along with new Prorate plates and cab card(s) upon payment of fees.**

**Note: A change in ownership of a corporation will not require the creation of a new account.**

## Payments

### Can I pay with a company check?

Yes. All transactions, new accounts, renewals or additional supplements can be paid with a company check.

### Are partial payments allowed?

No. Partial payments are not allowed on any invoices.

## Record Keeping

Once your application is accepted, state law requires you to keep the records on which the application is based for a period of four years following the preceding year or period upon which the application is based.

Upon request of the Department, you must make the records available at a designated office to the Department's representatives for audit as to the accuracy of records, computation and payments.

## Unladen Weight Permit

A Unladen Weight Permit is a temporary registration issued by the base state to owner-operators moving from one lessee-carrier to another. It is valid in other jurisdictions and allows the transportation of empty vehicles from one company's site to a different company's location. Unladen Weight Permits are issued upon request for a ten-day period and there is no fee for a permit issued by Washington. If any vehicle operating with this permit is discovered carrying a load, the permit becomes invalid and will be confiscated. Photocopies of the permit are not acceptable, however, faxes are.

## Gases

### Propane, Butane, Natural Gas (Liquefied Petroleum Gases)

Washington-based vehicles powered by propane, butane or natural gas (LPG) must display a decal issued by the Department as evidence that the annual fees have been paid. The decal is your authority to purchase this fuel and it must be displayed in a conspicuous place on the exterior of the vehicle near the fuel tank inlet. The annual fee will be prorated and billed by the IRP section in addition to Proportional Registration fees/taxes.

# CAB CARDS / LICENSE PLATES

A cab card is your registration and authority to operate in jurisdictions. The cab card takes the place of the Washington registration certificate that was originally issued for your vehicle.

Cab cards for power units must be carried in that vehicle.

When you receive your cab cards please check the following information for accuracy:

- Vehicle information
- Jurisdictions and weights, and Quebec will show number of axles
- Name
- Expiration date
- USDOT number

If there is an error in the VIN number or other vehicle information on the cab card, a replacement cab card will be issued when we receive correct information. There is no charge if it is a Department error, or if the Department is notified within 30 days of the error.

There is a \$2.00 fee per cab card if the error was caused by incorrect information being submitted by the carrier, or the Department is not notified within 30 days of the error. Use the "Replacement of License Identification" form.

If there are any errors, contact the IRP section immediately at (360) 664-1858, so a corrected cab card can be issued. If all the information is correct, sign the cab card where indicated.

All Washington-based carriers will receive two (2) plates (front and rear of vehicle) and the proper number of decals for power units.

During the renewal period, any established vehicles will receive new cab cards and validation tabs indicating the next year's expiration. Your renewal tabs must be affixed to the upper right corner of the license plate.

Cab cards and plates are not transferable to another person or vehicle, nor may they be transferred when you sell the vehicle. The credentials must remain with the IRP account for which they were issued and returned if that vehicle is deleted, sold, destroyed or otherwise removed from service.

OR

The cab card can be signed - off and provided to the driver or new company, transferring any remaining Washington license fee credit to them. The cab card will be turned in to the department when transferring the license fee credit upon registration of the new vehicle.

# TEMPORARY AUTHORIZATION PERMITS (TAPS)

## TAPs may be used to:

1. Add vehicles to established fleets.
2. Increase gross weight of vehicles in established fleets.
3. Add jurisdictions to established fleets.
4. Transfer vehicles from one established fleet to another.
5. Establish a new fleet for an existing account.
6. Allow operation of a vehicle until a request for Replacement of Credentials has been processed.

They are not transferable and may only be used by the carrier to whom they were issued.

## Do I qualify for TAPs?

TAPs are available to established accounts who have not had their TAP or prorate privileges suspended, revoked or canceled within the past three (3) years.

## How do I obtain TAPs?

- Contact the TAP desk at (360) 664-1857. Upon approval of a TAP account, you will be sent a copy of the laws applicable to TAPs and the requested amount of TAPs.
- Complete a TAP Application and submit the appropriate fees at either the Olympia, Spokane or Vancouver field offices.

## How much do TAPs cost?

TAPs are \$2.00 each.

## How do I complete a TAP?

- Place the company name, vehicle information and all other requested information on the TAP form.
- Canadian weights must be listed in kilograms on TAPS. To determine the correct kilograms, divide your gross weight by the conversion factor of 2.205. For example: 80,000 lbs. = 36,281 kg. (80,000 / 2.205). For Quebec, show combined number of axles for power unit and trailing unit.
- Return the Prorate copy with the supplemental application to the Prorate section within **seven (7) calendar days** of issuance. The TAP copy to be submitted to Prorate states at the bottom of the form - *PRORATE COPY*.
- The original TAP must be carried in the vehicle to which it was issued. The TAP copy to be retained in the vehicle states at the bottom of the form - *TO ACCOMPANY VEHICLE*.
- The remaining copy of the TAP must be retained by the carrier for four (4) years in case of audit. The TAP copy to be retained by the carrier states at the bottom of the form - *APPLICANT'S FILE COPY*.



**What should I do if I make a mistake in completing a TAP?**

If a mistake is made in the issue date, expiration date, gross weight, license plate number, serial/ identification number or in the jurisdiction weight section, the TAP **must be voided**. To void a TAP write in large letters across the face of all copies of the TAP - VOID. (If a mistake is not made in one of these areas on a TAP, you may still use it.)

Return all copies of the voided TAP to Prorate, except for the APPLICANT'S *FILE COPY*, which you will retain for four (4) years.

**Can my TAP privileges be rescinded?**

Yes, they can. The causes for suspension and/or cancellation of your TAP account are:

- Failure to comply with Chapter 46.87 RCW and Chapter 308-91 WAC
- Failure to make timely payment of registration fees, taxes or audit assessments when due and final.

## TRIP PERMITS

Washington Vehicle Trip Permits may be purchased for \$20.00 per permit. Each trip permit will authorize the operation of a single vehicle at the maximum legal weight limit for three consecutive days. No more than three permits may be used for any one vehicle in any period of thirty consecutive days. Blank trip permits may be obtained in advance from field offices of the Department of Transportation, County Auditor, or any authorized licensing agent.

Jurisdiction	Available from	Must Be Obtained Prior to Entry	Required for Intrastate Movement	Cost
AB	Central Permit Office, Vehicle Inspection Stations	Yes	Yes	\$2.50/500 kg for 1-5 days
AL	Transceiver, Cummins (334) 242-2999	Yes	Yes	\$20 for 7 days
AR	Port of Entry, Revenue Offices, Wire Services	No	Yes	\$33 for 72 hours
AZ	Port of Entry, Iowa Regional Permit Center, Instacom, Transceiver	No	Yes	Varies Based upon mileage and number of axles-max. 96 hours for special trip
BC	Port of Entry	No	No	Varies based on GVW
CA	IRP Office, Field Offices	Yes	Yes	power: \$45 / trailers: \$5 for 4 days
CO	Port of Entry	No	Yes	Varies based on GVW
CT	IRP Section, Wire Services	Yes	Yes	\$23 for 72 hours
DC	For information, call (202) 727-7050			
DE	Wire Services, Permit Agencies	Yes	Yes	\$15 for 72 hours
FL	Wire Services	Yes	Yes	\$45 + Services Fees for 10 days
GA	Permit Services (888) 262-8306	Yes	Yes	\$30 + Service Fees for 72 hours
IA	Iowa Regional Permit Center and Vendor Stations	Yes	No	\$10 for 72 hours
ID	Port of Entry and Vendor Stations	Yes	No	\$30 single unit \$60 combination for 96 hours
IL	Secretary of State (Commercial & Truck Division), Wire Service	Yes	Yes	\$15 for 72 hours
IN	IRP Office, Wire Services	Yes	Yes	\$15 for 3 days \$50 for 5 days
KS	Ports of Entry, Central Permit Office	No	Yes	\$26 for 72 hours
KY	Division of Motor Carriers	Yes	Yes	\$25 up to 55,000 lbs for 10 days \$40 over 55,000 lbs for 10 days
LA	IRP Unit, Port of Entry, Wire Services	Yes	Yes	\$25 for 48 hours
MA	Transceiver Services	Yes	Yes	\$15 for 72 hours
MB	Permit Office (204) 945-3961	Yes	Yes	Contact for fees
MD	MVA Offices, Wire Services	Yes	Yes	\$30 up to 45,000 lbs for 5 days
ME	Wire Services, IRP Office	Yes	Yes	\$25 for 3 days
MI	Wire Services	Yes	Yes	\$20 for 72 hours

Jurisdiction	Available from	Must Be Obtained Prior to Entry	Required for Intrastate Movement	Cost
MN	Prorate office	Yes	Yes	\$15 for 5 days
MO	Highway Reciprocity Commission, Transmitter Services	Yes	Yes	\$10 for 72 hours
MS	Department of Transportation	No	Yes	\$25 for 72 hours
MT	IRP Office, Weight Stations	No	Yes	Varies based on GVW and miles traveled
NB	NB DMV	Yes	Yes	\$23 Canadian unladen \$81 Canadian truck \$161 Canadian truck tractor 5 days
NC	Weight Stations, IRP Office, Wire Services	Yes	Yes	\$15 for 10 days
ND	Port of Entry, Highway Patrol Office	No	No	\$20 for 72 hours
NE	Vendor Stations	No	No	\$25 for 72 hours
NL	For information, call (709) 729-4953			\$50 per vehicle / \$100 for tractor / trlr combination
NH	Permit Services	Yes	Yes	\$15 for 72 hours
NJ	Wire Services	Yes	Yes	\$25 for 72 hours
NM	Port of Entry	No	Yes	12,001 - 26,000 gvw - \$.05/mile 26,001 - 54,000 gvw - \$.09/mile 54,001 - 72gvw - \$.11/mile 72,over gvw - \$.12/mile
NS	For information, call (902) 424-6964			Varies from \$10-\$100 valid for 30 days
NV	Motor Carrier Offices, Vendor Stations, Wire Services	Yes	No	\$5 + .15/mile for 24 hours
NY	IRP Unit, Wire Services	Yes	Yes	\$15 for 72 hours
OH	Wire Services	Yes	Yes	\$15 for 72 hours
OK	Oklahoma Tax Commission, Bonded Wire Services Local Licensing Agencies	Yes	Yes	\$20 for 72 hours
ON	Minstry of Transportation	Yes	Yes	\$15 Canadian unladen \$75 Canadian laden10 days
OR	Oregon Dept of Transportation Office	Yes	Yes	\$21 up to 10 days \$ 9 Temporary Pass up to 10 days + Weight mile tax
PA	Wire Services, IRP Office	Yes	Yes	\$15 for 72 hours
PE	Dept. of Transportation	No	Yes	\$75 Canadian truck \$150 Canadian truck tractor 5 days
QC	Wire Service 800-463-4822	Yes	Yes	\$38 Canadian 10 days
RI	Permit Section—DMV	Yes	Yes	Varies based on GVW
SC	Wire Services	Yes	Yes	\$15 for 3 days
SD	Port of Entry, Highway Patrol	Yes	Yes	\$15 - Origin to Destination
SK	By Phone — 1-800-667-7575 or 360-775-6969	Yes	Yes	Varies based on size, weight, and GVW
TN	Wire Services	Yes	Yes	\$30 for 72 hours

Jurisdiction	Available from	Must Be Obtained Prior to Entry	Required for Intrastate Movement	Cost
TX	County tax Offices, Central Permit Offices, Regional Offices	Yes	Yes	\$25 for 72 hours
UT	Port of Entry, some Motor Vehicle offices	No	Yes	\$20 Single unit; \$40 Combination unit for 96 hours
VA	Permit Services	Yes	Yes	\$15 for 10 days
VT	Vermont Dept of Motor Vehicles	Yes	Yes	\$15 for 72 hours
WA	Vehicle License Agents,	Yes	Yes	\$20 for 3 days (Limit of 3 permits for any one vehicle in any 30 consecutive day period)  Special Fuel permits are \$25.00 good for 3 days, unlimited purchases.
WI	Private Permit Services	Yes	Yes	\$15 for 72 hours
WV	Wire Services	Yes	Yes	Determined by Wire Services
WY	Ports of Entry	No	Yes	\$20 Single unit; \$40 Combination unit for 96 hours

\* Do not go beyond P.O.E. If no P.O.E. on route, obtain prior to entry.

# IRP JURISDICTIONAL REGISTRATION INFORMATION

\* Indicates that you must purchase a permit for weight over 80,000 lbs

<u>Jurisdiction</u>	<u>Registration Year</u>	<u>Maximum GW/CGW (American Pounds)</u>	<u>Non-Enforcement (Grace) Period</u>	<u>Enforcement Date</u>
Alberta	Apr - Mar	139,991	Apr 01	Apr 21
Alabama *	STAGGERED	88,000	RENEWAL MONTH	MONTHLY
Arkansas *	STAGGERED	80,000	NONE	MONTHLY
Arizona *	STAGGERED	80,000	NONE	EXPIRES QUARTERLY
British Columbia *	STAGGERED	139,994	NONE	MONTHLY
California *	Jan - Dec	80,000	Mar 31	Apr 01
Colorado *	STAGGERED	80,000	NONE	MONTHLY
Connecticut *	May - Apr	80,000	NONE	May 01
District of Columbia *	STAGGERED	80,000	NONE	MONTHLY
Delaware *	STAGGERED	80,000	NONE	MONTHLY
Florida *	STAGGERED	80,000	NONE	MONTHLY
Georgia *	STAGGERED	80,000	NONE	MONTHLY
Iowa *	Jan - Dec	Unlimited	Mar 14	Mar 15
Idaho *	STAGGERED	106,000	NONE	MONTHLY
Illinois *	Apr - Mar	80,000	NONE	Apr 01
Indiana *	STAGGERED	80,000	NONE	MONTHLY
Kansas *	Jan - Dec	85,500	Mar 01	Mar 02
Kentucky *	Apr - Mar	80,000	NONE	Apr 01
Louisiana *	Jan - Dec	88,000	Feb 28	Mar 01
Massachusetts *	Jul - Jun	Unlimited	NONE	Jul 01
Manitoba	STAGGERED	137,770	NONE	First day of month
Maryland *	STAGGERED	80,000	NONE	QUARTERLY
Maine *	STAGGERED	100,000	NONE	MONTHLY
Michigan	STAGGERED	160,001	NONE	QUARTERLY
Minnesota *	Mar - Feb	Unlimited	NONE	Mar 02
Missouri *	Jan - Dec	80,000	NONE	Jan 01
Mississippi *	STAGGERED	80,000	15 Days	MONTHLY
Montana *	STAGGERED	124,000	NONE	QUARTERLY
New Brunswick	STAGGERED	137,786	NONE	MONTHLY
North Carolina *	Jan - Dec	80,000	Feb 15	Feb 16
North Dakota *	STAGGERED	105,500	NONE	QUARTERLY
Nebraska *	Jan - Dec	94,000	Jan 31	Feb 01
Newfoundland	STAGGERED	137,786	NONE	First day of month
New Hampshire *	STAGGERED	80,000	NONE	MONTHLY
New Jersey *	STAGGERED	80,000	NONE	MONTHLY
New Mexico *	STAGGERED	80,000	NONE	MONTHLY
Nova Scotia	STAGGERED	114,000	NONE	First day of month
Nevada *	Jan - Dec	80,000	NONE	Jan 01
New York *	STAGGERED	80,000	NONE	First day of month
Ohio *	Jun - May	80,000	NONE	Jun 01
Oklahoma *	STAGGERED	90,000	60 Days	MONTHLY
Ontario	STAGGERED	139,992	NONE	MONTHLY
Oregon *	Jan - Dec	105,500	Mar 15	Mar 16
Pennsylvania *	Jun - May	80,000	NONE	Jun 01
Prince Edward Island	STAGGERED	137,788	NONE	MONTHLY
Quebec	Apr - Mar	Axled based	NONE	Apr 01
Rhode Island *	Jun - May	80,000	NONE	Jun 01
South Carolina *	STAGGERED	80,000	NONE	MONTHLY
South Dakota *	Jan-Dec	130,000	NONE	Jan 01
Saskatchewan	STAGGERED	137,787	NONE	MONTHLY
Tennessee	STAGGERED	80,000	NONE	First day of month
Texas *	STAGGERED	80,000	5 Working Days	MONTHLY
Utah *	STAGGERED	80,000	NONE	QUARTERLY
Virginia *	STAGGERED	80,000	NONE	MONTHLY
Vermont	STAGGERED	80,000	NONE	MONTHLY
Washington	STAGGERED	105,500	NONE	MONTHLY
Wisconsin *	STAGGERED	80,000	NONE	MONTHLY
West Virginia *	Jul - Jun	80,000	NONE	Jul 01
Wyoming *	Jan - Dec	117,000	Mar 31	Apr 01

# SCHEDULE OF WASHINGTON VEHICLE REGISTRATION FEES

NOTE: There are two different license fee charts—  
**Schedule A** is for power units that do **not** run  
in combination with a trailing unit (TK, BS, RT,  
LG ) and;

**Schedule B** for power units that **do** run in  
combination with trailing units (TR, TT, DT).

**LICENSE FEE**: This is an annual fee collected on all  
vehicles. Gross or combined gross vehicle weight  
(GVW or CGVW) is available only for motor vehicles in  
two thousand pound brackets from 14,000 through  
105,500 pounds (105,500 isn't even, but it is the  
maximum and therefore an exception).

If the desired gross or combined gross weight falls  
between brackets, use the next higher **even thousand**  
pound increment listed in the current Washington  
License Fee Schedule.

**A. BUS**: The adult seating capacity, including the  
driver, multiplied by 150 pounds equals the load. This  
amount is then added to the unladen or empty weight  
of the bus. If this weight falls between weight  
brackets, use the next higher even thousand pound  
increment.

Select the appropriate gross weight from the  
Washington State License Fee Schedule A.

1. **FEES AND ABATEMENT**: For abatement  
purposes the Washington State License Fee  
Schedule A has reduced the license fees by  
1/12th for each reduced registration month.  
Choose the number of months remaining in the  
registration period (including the month of  
registration) from the chart. The amount listed  
is the license fee charge at 100%.
2. **APPORTIONMENT**: Multiply this amount by  
the Washington prorate percentage and round  
to the nearest cent. This is the License Fee  
amount to be charged.

**B. SINGLE TRUCKS, LOG TRUCKS, ROAD  
TRACTORS**: These vehicle types use Schedule A  
regardless of gross or combined gross vehicle  
weight. A single truck is one not running in  
combination with a trailer unit. Road tractors are  
otherwise known as mobile home toters.

1. **FEES AND ABATEMENT**: From the Washington  
State License Fee Schedule A, select the  
appropriate fee for the desired gross or  
combined gross weight (GVW or CGVW) at the  
number of months remaining in the registration  
period (including the month of registration).
2. **APPORTIONMENT**: Multiply the amount from  
the chart by the Washington prorate percentage  
and round to the nearest cent. This is the  
License Fee amount to be charged.

**C. TRACTORS AND TRUCK TRACTOR**: These  
vehicles use Schedule B regardless of gross or  
combined gross vehicle weight. These are power  
units that haul in combination with a trailing unit.

1. **FEES AND ABATEMENT**: From the  
Washington State License Fee Schedule B,  
select the appropriate fee for the desired gross  
or combined gross vehicle weight at the number  
of months remaining in the registration period  
(including the month of registration).
2. **APPORTIONMENT**: Multiply the amount  
from the chart by the Washington prorate  
percentage and round to the nearest cent.  
This is the License Fee amount to be charged.

**D. VEHICLE SAFETY INSPECTION FEE (VSIF):**

1. The VSIF does not apply to:
  - (a) Motor vehicles owned and operated by farmers in the transportation of their own farm, orchard, or dairy products, including livestock and plant or animal wastes, from point of production to market or disposal, or supplies or commodities to be used on farm, orchard or dairy:
  - (b) Commercial motor carriers subject to economic regulation under RCW 81.68 (auto transportation companies), RCW 81.70 (passenger charter carriers), RCW 81.77 (solid waste collection companies), RCW 81.80 (motor freight carriers); and
  - (c) Vehicles exempt from registration by RCW 46.16.020.
2. There is a \$10 fee upon registration or renewal.

This fee is refundable if the vehicle is renewed and then deleted **prior** to the commencement of the vehicle registration period.

# STATE OF WASHINGTON — LICENSE FEES (GROSS WEIGHT)

## LICENSE FEE & CREDIT CHART FOR POWER TYPES <TK, BS, RT, LG>

### SCHEDULE A

GVW or CGVW IN POUNDS	NUMBER OF MONTHS REMAINING IN REGISTRATION PERIOD (including month of registration)												
		12	11	10	9	8	7	6	5	4	3	2	1
12,000	\$	79.00	72.42	65.83	59.25	52.67	46.08	39.50	32.92	26.33	19.75	13.17	6.58
14,000	\$	90.00	82.50	75.00	67.50	60.00	52.50	45.00	37.50	30.00	22.50	15.00	7.50
16,000	\$	102.00	93.50	85.00	76.50	68.00	59.50	51.00	42.50	34.00	25.50	17.00	8.50
18,000	\$	154.00	141.17	128.33	115.50	102.67	89.83	77.00	64.17	51.33	38.50	25.67	12.83
20,000	\$	171.00	156.75	142.50	128.25	114.00	99.75	85.50	71.25	57.00	42.75	28.50	14.25
22,000	\$	185.00	169.58	154.17	138.75	123.33	107.92	92.50	77.08	61.67	46.25	30.83	15.42
24,000	\$	200.00	183.33	166.67	150.00	133.33	116.67	100.00	83.33	66.67	50.00	33.33	16.67
26,000	\$	211.00	193.42	175.83	158.25	140.67	123.08	105.50	87.92	70.33	52.75	35.17	17.58
28,000	\$	249.00	228.25	207.50	186.75	166.00	145.25	124.50	103.75	83.00	62.25	41.50	20.75
30,000	\$	287.00	263.08	239.17	215.25	191.33	167.42	143.50	119.58	95.67	71.75	47.83	23.92
32,000	\$	346.00	317.17	288.33	259.50	230.67	201.83	173.00	144.17	115.33	86.50	57.67	28.83
34,000	\$	368.00	337.33	306.67	276.00	245.33	214.67	184.00	153.33	122.67	92.00	61.33	30.67
36,000	\$	399.00	365.75	332.50	299.25	266.00	232.75	199.50	166.25	133.00	99.75	66.50	33.25
38,000	\$	438.00	401.50	365.00	328.50	292.00	255.50	219.00	182.50	146.00	109.50	73.00	36.50
40,000	\$	501.00	459.25	417.50	375.75	334.00	292.25	250.50	208.75	167.00	125.25	83.50	41.75
42,000	\$	521.00	477.58	434.17	390.75	347.33	303.92	260.50	217.08	173.67	130.25	86.83	43.42
44,000	\$	532.00	487.67	443.33	399.00	354.67	310.33	266.00	221.67	177.33	133.00	88.67	44.33
46,000	\$	572.00	524.33	476.67	429.00	381.33	333.67	286.00	238.33	190.67	143.00	95.33	47.67
48,000	\$	596.00	546.33	496.67	447.00	397.33	347.67	298.00	248.33	198.67	149.00	99.33	49.67
50,000	\$	647.00	593.08	539.17	485.25	431.33	377.42	323.50	269.58	215.67	161.75	107.83	53.92
52,000	\$	680.00	623.33	566.67	510.00	453.33	396.67	340.00	283.33	226.67	170.00	113.33	56.67
54,000	\$	734.00	672.83	611.67	550.50	489.33	428.17	367.00	305.83	244.67	183.50	122.33	61.17
56,000	\$	775.00	710.42	645.83	581.25	516.67	452.08	387.50	322.92	258.33	193.75	129.17	64.58
58,000	\$	806.00	738.83	671.67	604.50	537.33	470.17	403.00	335.83	268.67	201.50	134.33	67.17
60,000	\$	859.00	787.42	715.83	644.25	572.67	501.08	429.50	357.92	286.33	214.75	143.17	71.58
62,000	\$	921.00	844.25	767.50	690.75	614.00	537.25	460.50	383.75	307.00	230.25	153.50	76.75
64,000	\$	941.00	862.58	784.17	705.75	627.33	548.92	470.50	392.08	313.67	235.25	156.83	78.42
66,000	\$	1048.00	960.67	873.33	786.00	698.67	611.33	524.00	436.67	349.33	262.00	174.67	87.33
68,000	\$	1093.00	1001.92	910.83	819.75	728.67	637.58	546.50	455.42	364.33	273.25	182.17	91.08
70,000	\$	1177.00	1078.92	980.83	882.75	784.67	686.58	588.50	490.42	392.33	294.25	196.17	98.08
72,000	\$	1259.00	1154.08	1049.17	944.25	839.33	734.42	629.50	524.58	419.67	314.75	209.83	104.92
74,000	\$	1368.00	1254.00	1140.00	1026.00	912.00	798.00	684.00	570.00	456.00	342.00	228.00	114.00
76,000	\$	1478.00	1354.83	1231.67	1108.50	985.33	862.17	739.00	615.83	492.67	369.50	246.33	123.17
78,000	\$	1614.00	1479.50	1345.00	1210.50	1076.00	941.50	807.00	672.50	538.00	403.50	269.00	134.50
80,000	\$	1742.00	1596.83	1451.67	1306.50	1161.33	1016.17	871.00	725.83	580.67	435.50	290.33	145.17
82,000	\$	1863.00	1707.75	1552.50	1397.25	1242.00	1086.75	931.50	776.25	621.00	465.75	310.50	155.25
84,000	\$	1983.00	1817.75	1652.50	1487.25	1322.00	1156.75	991.50	826.25	661.00	495.75	330.50	165.25
86,000	\$	2104.00	1928.67	1753.33	1578.00	1402.67	1227.33	1052.00	876.67	701.33	526.00	350.67	175.33
88,000	\$	2225.00	2039.58	1854.17	1668.75	1483.33	1297.92	1112.50	927.08	741.67	556.25	370.83	185.42
90,000	\$	2346.00	2150.50	1955.00	1759.50	1564.00	1368.50	1173.00	977.50	782.00	586.50	391.00	195.50
92,000	\$	2466.00	2260.50	2055.00	1849.50	1644.00	1438.50	1233.00	1027.50	822.00	616.50	411.00	205.50
94,000	\$	2587.00	2371.42	2155.83	1940.25	1724.67	1509.08	1293.50	1077.92	862.33	646.75	431.17	215.58
96,000	\$	2708.00	2482.33	2256.67	2031.00	1805.33	1579.67	1354.00	1128.33	902.67	677.00	451.33	225.67
98,000	\$	2829.00	2593.25	2357.50	2121.75	1886.00	1650.25	1414.50	1178.75	943.00	707.25	471.50	235.75
100,000	\$	2949.00	2703.25	2457.50	2211.75	1966.00	1720.25	1474.50	1228.75	983.00	737.25	491.50	245.75
102,000	\$	3070.00	2814.17	2558.33	2302.50	2046.67	1790.83	1535.00	1279.17	1023.33	767.50	511.67	255.83
104,000	\$	3191.00	2925.08	2659.17	2393.25	2127.33	1861.42	1595.50	1329.58	1063.67	797.75	531.83	265.92
105,500	\$	3312.00	3036.00	2760.00	2484.00	2208.00	1932.00	1656.00	1380.00	1104.00	828.00	552.00	276.00



# STATE OF WASHINGTON — LICENSE FEES (COMBINED GROSS WEIGHT)

## LICENSE FEE & CREDIT CHART FOR POWER TYPES <TR, TT, DT>

### SCHEDULE B

GVW or CGVW IN POUNDS	NUMBER OF MONTHS REMAINING IN REGISTRATION PERIOD (including month of registration)												
		12	11	10	9	8	7	6	5	4	3	2	1
12,000	\$	79.00	72.42	65.83	59.25	52.67	46.08	39.50	32.92	26.33	19.75	13.17	6.58
14,000	\$	90.00	82.50	75.00	67.50	60.00	52.50	45.00	37.50	30.00	22.50	15.00	7.50
16,000	\$	102.00	93.50	85.00	76.50	68.00	59.50	51.00	42.50	34.00	25.50	17.00	8.50
18,000	\$	154.00	141.17	128.33	115.50	102.67	89.83	77.00	64.17	51.33	38.50	25.67	12.83
20,000	\$	171.00	156.75	142.50	128.25	114.00	99.75	85.50	71.25	57.00	42.75	28.50	14.25
22,000	\$	185.00	169.58	154.17	138.75	123.33	107.92	92.50	77.08	61.67	46.25	30.83	15.42
24,000	\$	200.00	183.33	166.67	150.00	133.33	116.67	100.00	83.33	66.67	50.00	33.33	16.67
26,000	\$	211.00	193.42	175.83	158.25	140.67	123.08	105.50	87.92	70.33	52.75	35.17	17.58
28,000	\$	249.00	228.25	207.50	186.75	166.00	145.25	124.50	103.75	83.00	62.25	41.50	20.75
30,000	\$	287.00	263.08	239.17	215.25	191.33	167.42	143.50	119.58	95.67	71.75	47.83	23.92
32,000	\$	346.00	317.17	288.33	259.50	230.67	201.83	173.00	144.17	115.33	86.50	57.67	28.83
34,000	\$	368.00	337.33	306.67	276.00	245.33	214.67	184.00	153.33	122.67	92.00	61.33	30.67
36,000	\$	399.00	365.75	332.50	299.25	266.00	232.75	199.50	166.25	133.00	99.75	66.50	33.25
38,000	\$	438.00	401.50	365.00	328.50	292.00	255.50	219.00	182.50	146.00	109.50	73.00	36.50
40,000	\$	501.00	459.25	417.50	375.75	334.00	292.25	250.50	208.75	167.00	125.25	83.50	41.75
42,000	\$	611.00	560.08	509.17	458.25	407.33	356.42	305.50	254.58	203.67	152.75	101.83	50.92
44,000	\$	622.00	570.17	518.33	466.50	414.67	362.83	311.00	259.17	207.33	155.50	103.67	51.83
46,000	\$	662.00	606.83	551.67	496.50	441.33	386.17	331.00	275.83	220.67	165.50	110.33	55.17
48,000	\$	686.00	628.83	571.67	514.50	457.33	400.17	343.00	285.83	228.67	171.50	114.33	57.17
50,000	\$	737.00	675.58	614.17	552.75	491.33	429.92	368.50	307.08	245.67	184.25	122.83	61.42
52,000	\$	770.00	705.83	641.67	577.50	513.33	449.17	385.00	320.83	256.67	192.50	128.33	64.17
54,000	\$	824.00	755.33	686.67	618.00	549.33	480.67	412.00	343.33	274.67	206.00	137.33	68.67
56,000	\$	865.00	792.92	720.83	648.75	576.67	504.58	432.50	360.42	288.33	216.25	144.17	72.08
58,000	\$	896.00	821.33	746.67	672.00	597.33	522.67	448.00	373.33	298.67	224.00	149.33	74.67
60,000	\$	949.00	869.92	790.83	711.75	632.67	553.58	474.50	395.42	316.33	237.25	158.17	79.08
62,000	\$	1011.00	926.75	842.50	758.25	674.00	589.75	505.50	421.25	337.00	252.75	168.50	84.25
64,000	\$	1031.00	945.08	859.17	773.25	687.33	601.42	515.50	429.58	343.67	257.75	171.83	85.92
66,000	\$	1138.00	1043.17	948.33	853.50	758.67	663.83	569.00	474.17	379.33	284.50	189.67	94.83
68,000	\$	1183.00	1084.42	985.83	887.25	788.67	690.08	591.50	492.92	394.33	295.75	197.17	98.58
70,000	\$	1267.00	1161.42	1055.83	950.25	844.67	739.08	633.50	527.92	422.33	316.75	211.17	105.58
72,000	\$	1349.00	1236.58	1124.17	1011.75	899.33	786.92	674.50	562.08	449.67	337.25	224.83	112.42
74,000	\$	1458.00	1336.50	1215.00	1093.50	972.00	850.50	729.00	607.50	486.00	364.50	243.00	121.50
76,000	\$	1568.00	1437.33	1306.67	1176.00	1045.33	914.67	784.00	653.33	522.67	392.00	261.33	130.67
78,000	\$	1704.00	1562.00	1420.00	1278.00	1136.00	994.00	852.00	710.00	568.00	426.00	284.00	142.00
80,000	\$	1832.00	1679.33	1526.67	1374.00	1221.33	1068.67	916.00	763.33	610.67	458.00	305.33	152.67
82,000	\$	1953.00	1790.25	1627.50	1464.75	1302.00	1139.25	976.50	813.75	651.00	488.25	325.50	162.75
84,000	\$	2073.00	1900.25	1727.50	1554.75	1382.00	1209.25	1036.50	863.75	691.00	518.25	345.50	172.75
86,000	\$	2194.00	2011.17	1828.33	1645.50	1462.67	1279.83	1097.00	914.17	731.33	548.50	365.67	182.83
88,000	\$	2315.00	2122.08	1929.17	1736.25	1543.33	1350.42	1157.50	964.58	771.67	578.75	385.83	192.92
90,000	\$	2436.00	2233.00	2030.00	1827.00	1624.00	1421.00	1218.00	1015.00	812.00	609.00	406.00	203.00
92,000	\$	2556.00	2343.00	2130.00	1917.00	1704.00	1491.00	1278.00	1065.00	852.00	639.00	426.00	213.00
94,000	\$	2677.00	2453.92	2230.83	2007.75	1784.67	1561.58	1338.50	1115.42	892.33	669.25	446.17	223.08
96,000	\$	2798.00	2564.83	2331.67	2098.50	1865.33	1632.17	1399.00	1165.83	932.67	699.50	466.33	233.17
98,000	\$	2919.00	2675.75	2432.50	2189.25	1946.00	1702.75	1459.50	1216.25	973.00	729.75	486.50	243.25
100,000	\$	3039.00	2785.75	2532.50	2279.25	2026.00	1772.75	1519.50	1266.25	1013.00	759.75	506.50	253.25
102,000	\$	3160.00	2896.67	2633.33	2370.00	2106.67	1843.33	1580.00	1316.67	1053.33	790.00	526.67	263.33
104,000	\$	3281.00	3007.58	2734.17	2460.75	2187.33	1913.92	1640.50	1367.08	1093.67	820.25	546.83	273.42
105,500	\$	3402.00	3118.50	2835.00	2551.50	2268.00	1984.50	1701.00	1417.50	1134.00	850.50	567.00	283.50

# **PERFORMANCE AND REGISTRATION INFORMATION SYSTEMS MANAGEMENT (PRISM)**

## **What Is PRISM:**

PRISM is a cooperative Federal/State safety program designed to identify motor carriers with deficient safety records, and to tie a motor carrier's safety fitness to the ability to register their trucks. PRISM links the Federal Motor Carrier Safety Administration's (FMCSA) safety information with the state's motor vehicle registration process to achieve two purposes:

- To determine the motor carrier's safety fitness prior to issuing a registration plate, and
- To motivate the unsafe carrier to improve its safety performance through an improvement process and, where necessary, the application of registration sanctions.

The PRISM program includes two major processes – the Commercial Vehicle Registration Process (IRP registration) and Enforcement that work in parallel to identify motor carriers and to hold them responsible for the safety of their operations. The performance of unsafe carriers is improved through a comprehensive system of identification, education, awareness, data gathering, safety monitoring and treatment.

## **Commercial Vehicle Registration Process:**

The International Registration Plan (IRP) commercial vehicle registration process of the states provides the framework for the PRISM program and serves two vital functions. First, it establishes a system of accountability by ensuring that no vehicle is plated without identifying the carrier responsible for the safety of the vehicle during the registration year. Second, the use of registration sanctions (denial, suspension and revocation) provides a powerful incentive for unsafe carriers to improve their safety performance.

The USDOT number is used to identify both the motor carrier responsible for safety and the individual vehicle registrant (if different). The carrier's safety fitness is checked prior to issuing vehicle registrations. Unfit carriers may be denied the ability to register their vehicles.

Carriers, registrants and owner-operators are given information on safety performance. Concerned carriers can take steps to improve their safety. If an owner-operator or a registrant leases to an unsafe motor carrier, the owner-operator or registrant is notified of the carrier's Motor Carrier Safety Improvement Process (MCSIP) status.

## **Enforcement:**

Enforcement is the means by which carrier safety is systematically tracked and improved. The process is designed to improve the safety performance of carriers with demonstrated poor safety performance through accurate identification, performance monitoring and treatment. When a carrier is identified as needing improvement in safety practices, the carrier enters the MCSIP program. Within MCSIP, carriers with potential safety problems are identified and prioritized for on-site reviews using the Motor Carrier Safety Status (SafeStat) program. SafeStat makes maximum use of Accident, Driver, Vehicle and Safety Management data to develop an overall indicator of carrier fitness that is used to prioritize carriers for possible on-site reviews.

## **PRISM Benefits:**

**Accountability** – Accountability means that safety events affecting a PRISM registered vehicle can be more accurately tied back to the responsible motor carrier via their USDOT Number and Vehicle Identification Number (VIN).

**Performance-Based Approach to Safety Management** – The primary means for identifying potentially poor performing carriers is through an accumulation of carrier, vehicle and driver-specific safety events that is then linked to the carrier through the carrier's USDOT number and VIN. Carriers are identified, treated and released from a safety improvement program based upon demonstrated highway performance after safety treatments have been applied.

**SafeStat** – SafeStat is a data-driven, performance-based tool used to identify potentially high-risk carriers for inclusion in MCSIP. Under SafeStat, a carrier's safety performance is assessed based on all available data from roadside inspections, compliance reviews, accidents, enforcement history, etc. This safety information is updated continuously.

**Improved Productivity** – PRISM has improved the efficiency and effectiveness of Federal and State safety efforts through the efficient allocation of scarce resources; and the use of warning letters as an effective, inexpensive alternative to on-site compliance reviews for carriers with less severe safety problems.

**Improved Data Quality** – PRISM has improved the accuracy and timeliness of motor carrier data by development of a procedure for obtaining current census and operational data on interstate motor carriers as part of the state's annual vehicle registration renewal process; by the development of a procedure for using plate numbers as a means to more effectively assign inspection and accident data to the responsible motor carrier; and by the use of automated procedures in the field, such as barcodes, to properly assign safety events to the proper motor carrier.

**Customer Service** – Through the use of the internet, a carrier may obtain a USDOT number online by submitting a completed Motor Carrier Identification Report (MCS-150) to the FMCSA at [www.fmcsa.dot.gov](http://www.fmcsa.dot.gov). To obtain a blank copy of the MCS-150, contact Computing Technologies, Inc at 1-800-832-5660.

To get more information on PRISM, visit the FMCSA web site at [www.fmcsa.dot.gov/factsfigs/prisbro.htm](http://www.fmcsa.dot.gov/factsfigs/prisbro.htm) to read the PRISM Brochure.

# **Performance and Registration Information Systems Management (PRISM) Frequently Asked Questions**

## **What is PRISM?**

PRISM is a federal-state partnership intended to improve commercial motor vehicle safety. PRISM and recently signed PRISM legislation enables the Washington State Department of Licensing (DOL) to make sure that trucking companies, based in Washington, don't keep their International Registration Plan (IRP) license plate privileges if the U.S. Department of Transportation (U.S. DOT) Federal Motor Carrier Safety Administration (FMCSA) has ordered them to cease interstate operations.

## **Is PRISM just another name for a modified IRP process?**

No, but the IRP plate renewal process is where it all comes together. It's also the place where PRISM is most likely to directly affect you in terms of paperwork or additional information needed to renew your IRP plate. It ultimately depends on who applies for and renews the plate on your truck. The following examples will briefly explain how PRISM may affect you depending on whether you, or a company to whom you are leased, handles the IRP license plates renewal on your truck.

## **I am an owner-operator whose trucks are registered by a company to whom they are leased. What am I required to do in this process?**

If you are leased to a company that handles the IRP plate renewal on your truck, then PRISM will probably be transparent to you. This is most common if you don't have your own operating authority and don't operate as a motor carrier in your own right. Instead, you simply lease on to a company that handles the license plate renewal process, payment of registration fees, etc.

If this is the case, you won't have to obtain a USDOT number or supply additional paperwork to keep your truck(s) moving. Chances are, you won't hear much about PRISM at all unless the company to whom you are leased starts having safety issues with the FMCSA. If that happens, then DOL will send you a letter stating that the company you have your truck(s) leased to is facing a possible federal shutdown order. If that happens, the plate(s) on your vehicle(s) may be suspended.

## **What are the requirements for owner-operators who register their own trucks?**

Many owner-operators apply for and renew their IRP license plates themselves. As such, the following paperwork and information will be required to renew their IRP plates since Washington has joined the PRISM program.

## **USDOT Number information**

First, you will have to provide your USDOT number and your Federal Employer Identification Number (FEIN) or Social Security number. If you have your own operating authority, you should already have a USDOT number. If you don't have your own operating authority and have never operated as a motor carrier yourself, chances are you don't have a USDOT number yet. That's because, up until the PRISM program came along, you weren't required to have one.

To get a number, all you have to do is go online to <http://www.safer.fmcsa.dot.gov> and follow the instructions to obtain a "Registrant" number. It's extremely important to understand that this number does not provide you with operating authority and should not, under any circumstances, be marked on the side of your truck(s). This "registrant" USDOT number serves as a record to inform the U.S. DOT and DOL that you exist as somebody who registers commercial motor vehicles.

The next thing that you need is the USDOT number and FEIN or Social Security number of the motor carrier that will be responsible for the safety of your vehicle(s) during the registration year. If you are leased to a company, and that lease is expected to last for at least 30 or more days, then the company is considered the motor carrier responsible for safety. In other words, the motor carrier responsible for safety is the company that the FMCSA ultimately holds accountable for things like hours-of-service compliance, drug and alcohol testing and vehicle maintenance.

In some instances though, you will not have a lease agreement with a motor carrier at the time of registration. If that's the case, you won't need to provide the USDOT number, FEIN or SSN of the lessee motor carrier.

### **Motor Carrier Identification Report (MCS-150) update information**

Under the PRISM program, DOL will work with the FMCSA to ensure that motor carriers keep their company data up to date. This includes things like their business address, number of trucks and drivers, etc. To accomplish this objective, DOL will check the date that the MCS-150 was last updated for every USDOT number on an IRP account. If the last update is over 12 months old at the time of the commencement of the fleet registration, then DOL will require an updated MCS-150 from the company associated with that USDOT number. You can check the last update of the MCS-150 for any USDOT number online at <http://www.safer.fmcsa.dot.gov>. Companies may now update their MCS-150 data electronically online at <http://www.safer.fmcsa.dot.gov>. If the data is updated online, you won't have to come up with a paper form to renew your license plates.

### **What are the major points of the PRISM program that a motor carrier should remember?**

If you are an IRP account holder and register your truck(s) in Washington State, you will be required to supply the following information at IRP renewal time.

- Your USDOT number and the appropriate FEIN or Social Security number;
- The USDOT number and FEIN or Social Security number of the motor carrier responsible for safety at the time of registration; and
- An updated MCS-150 for every USDOT number on the IRP account if one has not been updated within 12 months of the commencement of fleet registration.

With this information, no truck is registered through the IRP without identifying an entity responsible for safety. And more importantly, the safety status of every truck is checked to make sure the company hasn't been ordered to cease interstate operations by the FMCSA.

### **If a carrier is issued a "registrant" USDOT number and then decides to get their own operating authority and go out on their own, is the carrier required to obtain a new USDOT number?**

No. The carrier would retain the same number, but their status would be changed to motor carrier in the national motor carrier safety database called the Motor Carrier Management Information System (MCMIS). However, the carrier must complete the Form MCS-150A and enter the "New Entrant Program."

### **Does the New Entrant Program apply to applicants for a "registrant" USDOT number?**

No. Registrants are not part of the New Entrant Program as long as they remain a registrant.

### **Where can I get more information on PRISM?**

Visit the FMCSA web site at [www.fmcsa.dot.gov/factsfigs/prisbro.htm](http://www.fmcsa.dot.gov/factsfigs/prisbro.htm) to read the PRISM Brochure.

# GLOSSARY OF TERMS

Apportioned Registration	Registration fees based on the percentage of operation in a jurisdiction
Apportionable Vehicle	<p>“Apportionable Vehicle” means any vehicle, except recreational vehicles, vehicles displaying restricted plates, city pick up and delivery vehicles, buses used in transportation of chartered parties, and Government-owned vehicles, used or intended for use in two or more member jurisdictions that allocate or proportionally register vehicles and is used for the transportation of persons for hire or designed, used or maintained primarily for the transportation of property and:</p> <ol style="list-style-type: none"><li>1. is a power unit having two axles and a gross vehicle weight or registered gross vehicle weight in excess of 26,000 pounds or 11,793.401 kilograms; or</li><li>2. is a power unit having three or more axles regardless of weight: or</li><li>3. is used in combination, when the weight of such combination exceeds 26,000 pounds or 11,793.401 kilograms gross weight.power unit used in combination, when the weight of such combination exceeds 26,000 pounds gross vehicle weight.</li></ol> <p>Truck and truck tractors, and combinations of vehicles having a gross vehicle weight of 26,000 pounds or 11,793.401 kilograms or less and buses used in transportation of chartered parties may be proportionally registered at the option of the registrant.</p>
Base Jurisdiction	For the purpose of fleet registration, a jurisdiction where the registrant has an established place of business, where distance is accrued by the fleet and where operational records of such fleet are maintained or can be made available in accordance with IRP plan section 1602.
Bus (BS)	A vehicle designed for carrying more than five passengers and used for the transportation of people
Cab Card	A certificate of registration issued by the base jurisdiction. It contains jurisdictions and registered gross weights for the jurisdictions in which the vehicle is registered.
Commercial Vehicle	A vehicle for which the principal use is the transportation of commodities, merchandise, produce, freight, animals or passengers for hire.
Credentials	The cab cards and apportioned plates with validation tabs issued for Washington-based proportionally registered vehicles.
Declared Combined Gross Weight	The total unladen weight of any combination of vehicles plus the weight of the maximum load to be carried on the combination of vehicles as set by the registrant, for which the registration fees have been paid.
Declared Gross Weight	The total unladen weight of any combination vehicle, plus the weight of the vehicles maximum load as set by the registrant in the application and for which registration fees have or will be paid. In the case of a bus, auto stage or a passenger-carrying for-hire vehicle with a seating capacity of more than six, the declared gross weight shall be set by multiplying the average load factor of 150 pounds by the number of seats in the vehicles, including the drivers seat. Add this amount to the unladen weight of the vehicle.

Dump Truck (DT)	A truck whose contents are unloaded by tilting the truck bed backward with the tailgate open.
Established Place of Business	<p>“Established Place of Business” means a physical structure located within the base jurisdiction that is owned, leased or rented by the fleet registrant. The physical structure shall be designated by a street number or road location. A post office box is not sufficient to satisfy this requirement. This physical structure must be open during normal business hours, and have located within it:</p> <ol style="list-style-type: none"> <li>1. A telephone(s) publicly listed in the name of the fleet registrant.</li> <li>2. A person(s) in the permanent employment of the registrant conducting the fleet registrant’s trucking-related business.</li> <li>3. The operational records of the fleet and the maintenance of such records (unless such records can be made available in accordance with the provisions of Section 1602).</li> </ol> <p>The trucking-related business within the base jurisdiction must constitute more than just credentialing, distance and fuel reporting, and/or answering a telephone. Employees in the permanent employment of the registrant, not contractual labor, must be performing the trucking-related duties. A jurisdiction may require whatever information the jurisdiction deems pertinent to show that the registrant has an established place of business within the jurisdiction and that all proper fees and taxes are paid.</p>
Federal Heavy Vehicle Use Tax	Tax paid to the Federal Government by all carriers with vehicles having a gross weight of 55,000 pounds or more. This is used by the Federal Government to help in the upkeep of interstate highways.
Household Goods Carrier	<p>“House Goods Carrier” means a carrier handling:</p> <ul style="list-style-type: none"> <li>• Personal effects and property used or to be used in a dwelling.</li> <li>• Furniture, fixtures, equipment, and the property or stores, offices, museums, institutions, hospitals or other establishments, when a part of the stock, equipment, or supply of such stores, offices, museums, institutions, including objects of art, displays and exhibits, which, because of their unusual nature or value, require the specialized handling and equipment usually employed in moving household goods.</li> </ul>
In-Jurisdiction Miles	The total accumulated in a jurisdiction during the preceding year by vehicles of the fleet while they were a part of the fleet. This must include <b>off road and private road</b> mileage.
International Fuel Tax Agreement (IFTA)	<p>The International Fuel Tax Agreement plan simplifies the reporting of all fuel taxes (gasoline, diesel, propane, natural gas and gasohol). An IFTA license allows you to file only one tax return to your base jurisdiction and covers miles traveled in all IFTA member jurisdictions. To qualify for an IFTA license, you must:</p> <ul style="list-style-type: none"> <li>• Have a commercial vehicle that exceeds 26,000 lbs GVW or with three or more axles, regardless of weight.</li> <li>• Be based in Washington.</li> <li>• Operate interstate.</li> </ul>

**NOTE: Fleet consolidation does not require basing in Washington.**



International Registration Plan (IRP)	Registration plan that allows commercial vehicles to comply with registration requirements of more than one jurisdiction and to pay registration fees based on the percentage of operation in those jurisdictions (See Apportioned Registration).
Interstate	Vehicle movement between or through two or more jurisdictions.
Intrastate	Vehicle movement from one point within a jurisdiction to another point within the same jurisdiction.
Jurisdiction	A state, country, province, territory, or possession of federal district of a country.
Lessee	A person, firm or corporation which has legal possession and control of a vehicle owned by another under terms of a lease agreement.
Lessor	A person, firm or corporation which, under the terms of a lease, grants the legal right of possession, control of and responsibility for the operation of the vehicle to another person, firm or corporation.
Log (only) (LG)	Vehicle hauling logs only.
Mileage Reporting Period (Preceding Year)	The period of twelve (12) consecutive months immediately before July 1 of the year immediately before the commencement of the registration year for which apportioned registration is sought.
Mobile Home Toter	See Road Tractor.
Owner	A person, firm or corporation who holds the legal title to a vehicle.
Owner/Operator	Equipment lessor who leases their vehicle equipment with driver to a carrier.
Preceding Year	“Preceding Year” means the period of twelve consecutive months immediately prior to July 1st of the year immediately preceding the commencement of the registration or license year for which apportioned registration is sought.
Prorate	See International Registration Plan (IRP).
Prorate Percentage	The percentage used for apportioning fees on vehicles that are prorating.
Registrant	A person, business firm or corporation in whose name a vehicle or fleet of vehicles is registered.
Registration	A document certifying an act of registration.
Registration Year	Twelve (12) month period during which the registration credentials are valid.
Road Tractor	Every motor vehicle designed without a fifth wheel and is used for pulling other vehicles by use of a ball hitch and constructed to carry part of the weight of a vehicle load (also known as a Mobile Home Toter).
Special Fuel Permit	Travel into Washington may be conducted with the purchase of a 3-day Special Fuel Trip permit, unless your Washington fuel license is revoked. These permits can be purchased for \$25.00 each.
TAP	Temporary Authorization Permits a company can issue to itself.



Total Miles	The total number of miles accumulated in all jurisdictions during the preceding mileage experience year by all vehicles of the fleet while they were a part of the fleet. Off road and private road mileage is to be included. Include Trip Permit mileage also.
Tractor (TR):	A motor vehicle used primarily for drawing other vehicles but <u>not</u> constructed to carry a load other than a part of the weight of the vehicle that is pulled.
Trip Permit	A temporary license issued by a jurisdiction in lieu of reciprocity or full registration. These can be purchased for \$20.00 each.
Truck (TK)	A motor vehicle designed primarily for the transportation of property.
Truck Tractor (TT)	A vehicle designed and used primarily for pulling other vehicles but constructed to carry a load in addition to part of the vehicle's weight and load (i.e. Dromedary).
Unladen Weight	The actual weight of the vehicle including the cab, body and all accessories with which the vehicle is equipped or normal use on the highway. This does not include the weight of the load to be carried.
VSIF	Vehicle Safety Inspection Fee.
Weight Groups	Groupings of vehicles that are running with the same gross or combined gross weights within the same jurisdictions.

# ADDRESSES & TELEPHONE NUMBERS

For Prorate/IRP Jurisdictions

## **ALBERTA - AB**

Transportation & Utilities  
1<sup>st</sup> Floor, 803 Manning Road NE.  
Prorate Services I  
Calgary, AB, Canada T2E 7M8  
**Telephone: (403) 297-2920**

## **ALASKA - AK**

Records and Licensing  
Division of Motor Vehicles  
3300 Fairbanks St Suite B  
Anchorage, AK 99503  
**Telephone: (907) 269-5559**

## **ALABAMA - AL**

Dept. of Revenue  
Motor Vehicle Division  
International Registration  
PO Box 327620  
Montgomery, AL 36132-7620  
**Telephone: (334) 242-9000**

## **ARKANSAS - AR**

Office of Motor Vehicle  
IRP Unit  
1900 West 7th, Room 1010  
Little Rock, AR 72201  
**Telephone: (501) 682-4653**

## **ARIZONA - AZ**

Dept. of Transportation  
Motor Vehicle Division  
1801 W. Jefferson Street  
Mail Drop 520M  
Phoenix, AZ 85007  
**Telephone: (602) 712-8340**

## **BRITISH COLUMBIA - BC**

ICBC Prorate  
PO Box 7500 Station Terminal  
Vancouver BC V6B 5R9  
**Telephone: (604) 443-4450**

## **CALIFORNIA - CA**

Dept. of Motor Vehicles  
IRP Section  
PO Box 932320 MS C160  
Sacramento, CA 94232-3200  
**Telephone: (916) 657-7971**

## **COLORADO - CO**

Department of Revenue  
Motor Carrier Services Division  
IRP Section  
1881 Pierce Street, Room 114  
Lakewood, CO 80214  
**Telephone: (303) 205-5602**

## **CONNECTICUT - CT**

Department of Motor Vehicles  
IRP/SSRS  
60 State Street, Room 104  
Wethersfield, CT 06161-1010  
**Telephone: (860) 263-5281**

## **DISTRICT OF COLUMBIA - DC**

Department of Motor Vehicles  
301 C Street, N.W.  
Room 1063  
Washington, D.C. 20024-1400  
**Telephone: (202) 727-6426**

## **DELAWARE - DE**

Division of Motor Vehicles  
Motor Fuel Tax Administration  
IRP Unit  
P.O. Drawer 7065  
Dover, DE 19903-7065  
**Telephone: (302) 744-2701**

## **FLORIDA - FL**

Department of Highway Safety &  
Motor Vehicles  
Neil Kirkman Building  
2900 Apalachee Parkway  
Tallahassee, FL 32399  
**Telephone: (850) 488-6921**

## **GEORGIA - GA**

Department of Revenue  
Motor Vehicle Division, IRP Section  
1200 Tradeport Boulevard  
Hapenville, GA 30354  
**Telephone: (404) 657-4186**

## **IOWA - IA**

Department of Transportation  
Office of Motor Carrier Services  
100 Euclid Ave.  
P.O. Box 10382  
Des Moines, IA 50306-0382  
**Telephone: (515) 237-3268**

## **IDAHO - ID**

Idaho Transportation Dept.  
Motor Carrier One Stop Shop  
P.O. Box 7129  
Boise, ID 83707-1129  
**Telephone: (208) 334-8611**

## **ILLINOIS - IL**

Secretary of States Office  
Vehicle Services Dept.  
501 S 2<sup>nd</sup> Street  
Room 300, Hawlett Bldg.  
Springfield, IL 62756  
**Telephone: (217) 785-1800**

## **INDIANA - IN**

Indiana Dept. of Revenue  
Motor Carrier Services  
5252 Decatur Blvd. Suite R  
Indianapolis, IN 46241  
**Telephone: (317) 615-7340**

## **KANSAS - KS**

Department of Revenue  
Division of Vehicles  
Motor Carriers Services Bureau  
3718 SW Burlingame Road  
Topeka, KS 66609-1217  
**Telephone: (785) 291-3384**

## **KENTUCKY - KY**

Transportation Cabinet  
IRP Section, Box 2323  
Frankfort, KY 40602-2323  
**Telephone: (502) 564-4120**

**LOUISIANA - LA**

Dept. of Public Safety & Corrections  
Office of Motor Vehicles  
IRP Unit  
7979 Independence Blvd, Rm #101  
Baton Rouge, LA 70806  
**Telephone: (225) 925-6270**

**MASSACHUSETTS - MA**

Common Wealth of Massachusetts  
IRP Section  
1 Copely Pl, Tower 1, 3rd Floor  
Boston, MA 02116  
**Telephone: (617) 351-9320**

**MANITOBA - MB**

Manitoba IRP Project  
1075 Portage Ave.  
Winnipeg Manitoba  
R3G0S1  
**Telephone: (204) 945-7380**

**MARYLAND - MD**

Motor Vehicle Administration  
Motor Carrier Services Section  
6601 Ritchie Hwy NE Room 120  
Glen Burnie, MD 21062  
**Telephone: (410) 424-3014**

**MAINE - ME**

Bureau of Motor Vehicle  
IRP Unit  
#29 State House Station  
Augusta, ME 04333-0029  
**Telephone: (207) 624-9000**  
**Ext. 52135**

**MICHIGAN - MI**

Michigan Dept. of State  
IRP Unit  
7064 Crowner Dr.  
Lansing, MI 48918-9915  
**Telephone: (517) 322-1097**

**MINNESOTA - MN**

Dept. of Public Safety  
1110 Centre Pointe Curve  
Suite 425  
Mendota Heights, MN 55120  
**Telephone: (651) 405-6161**

**MISSOURI - MO**

Hwy Reciprocity Commission  
Department of Revenue  
P.O. Box 893  
Jefferson City, MO 65105-0893  
**Telephone: (573) 751-6433**

**MISSISSIPPI - MS**

State Tax Commission  
P.O. Box 1140  
Jackson, MS 39215  
**Telephone: (601) 923-7100**

**MONTANA - MT**

Dept of Transportation  
Motor Carrier Services Division  
P.O. Box 4639  
Helena, MT 59604-4639  
**Telephone: (406) 444-6130**

**NEW BRUNSWICK - NB**

Department of Public Safety  
364 Argyle Street, 3rd Floor  
Fredericton NB E3B 1T9  
**Telephone: (506) 453-2407**

**NORTH CAROLINA - NC**

Department of Transportation  
Division of Motor Vehicles  
IRP Section  
1425 Rock Quarry Road, Suite 100  
Raleigh, NC 27610  
**Telephone: (919) 733-3642**

**NORTH DAKOTA - ND**

Dept. of Transportation  
Vehicle Services Division  
Motor Carrier Section/Prorate  
608 E. Boulevard Ave.  
Bismark, ND 58505-0780  
**Telephone: (701) 328-2725**

**NEBRASKA - NE**

Dept. of Motor Vehicle  
Motor Carrier Services  
P.O. Box 98935  
Lincoln, NE 68509-8935  
**Telephone: (402) 471-4435**

**NEWFOUNDLAND & LABRADOR**

Motor Registration Division  
Dept. of Gov. Services &  
Gov. of Newfoundland & Labrador  
P.O. Box 8710  
St. Johns NL Canada A1B 4J5  
**Telephone: (709) 729-4921**

**NEW HAMPSHIRE - NH**

Dept of Safety  
IRP Section  
10 Hazen Drive  
Concord, NH 03305  
**Telephone: (603) 271-2196**

**NEW JERSEY - NJ**

Motor Vehicle Services  
Motor Carrier IRP Unit  
225 E. State St. P.O. 178  
Trenton, NJ 08666-0178  
**Telephone: (609) 633-9399**

**NEW MEXICO - NM**

Taxation & Revenue Dept.  
Motor Vehicle Division  
P.O. Box 1028  
Santa Fe, NM 87504  
**Telephone: (505) 827-2265**

**NOVASCOTIA - NS**

Department of Business &  
Consumer Service  
1505 Barrington St.  
9th Floor, Merritime Center  
Halifax, NS B3J 3P7  
**Telephone: (902) 424-6964**

**NEVADA - NV**

Dept. of Motor Vehicles  
Motor Carrier Bureau  
555 Wright Way  
Carson City, NV 89711-0625  
**Telephone: (775) 684-4711**

**NEW YORK - NY**

Dept. of Motor Vehicle  
IRP Bureau  
P.O. Box 2850-ESP  
Albany, NY 1222-0850  
**Telephone: (518) 473-5834**

**OHIO - OH**

Bureau of Motor Vehicles  
P.O. Box 16520  
Columbus, OH 43266-0020  
**Telephone: (614) 752-7587**

**OKLAHOMA - OK**

Tax Commission  
Motor Vehicle Division  
2501 Lincoln Boulevard  
Oklahoma City, OK 73194  
**Telephone: (405) 521-3036**

**ONTARIO - ON**

Ministry of Transportation of  
Ontario  
Business Transformation Office  
1201 Wilson Ave, Rm. 148  
Central Bldg.  
Toronto ON Canada M3M 1J8  
**Telephone: (416) 235-3923**

**OREGON - OR**

Dept of Transportation  
Motor Carrier Transportation  
Division  
550 Capitol Street, N.E.  
Salem, OR 97301-2530  
**Telephone: (503) 378-6699**

**PENNSYLVANIA - PA**

Dept. of Transportation  
Commercial Registration Section  
1101 S. Front St., 1st Floor  
Harrisburg, PA 17104  
**Telephone: (717) 783-6095**

**PRINCE EDWARD ISLAND - PE**

Province of Prince Edward Island  
Department of Transportation &  
Public Works  
IRP Section  
PO Box 2000  
Charlottetown, Prince Edward Island  
C1A 7N8  
**Telephone: (902) 368-5202**

**QUEBEC - QC**

Societe de L' Assurance  
Automobile du Quebec  
333 Boul Jean Lesage, Local N4-4  
Quebec City Quebec Canada  
G1K 8J6  
**Telephone: (418) 528-3379**

**RHODE ISLAND - RI**

Division of Motor Vehicles  
45 Park Place  
Pawtucket, RI 02860  
**Telephone: (401) 728-6692**

**SOUTH CAROLINA - SC**

Dept. of Public Safety  
P.O. Box 1993  
Columbia, SC 29216-0027  
**Telephone: (803) 896-3870**

**SOUTH DAKOTA - SD**

Dept. of Revenue  
Prorate & Commercial Licensing  
445 East Capital Avenue  
Pierre, SD 57501-3185  
**Telephone: (605) 773-4111**

**SASKATCHEWAN - SK**

Government Insurance  
2260 11th Avenue  
Regina, SK S4P 2N7  
**Telephone: (306) 751-1200**

**TENNESSEE - TN**

Dept. of Safety  
1150 Menzler Road  
Nashville, TN 37210  
**Telephone: (615) 687-2260**

**TEXAS - TX**

Vehicle Titles & Registration Div.  
Texas DOT  
4000 Jackson Ave.  
Austin, TX 78779-0001  
**Telephone: (512) 465-7570**

**UTAH - UT**

State Tax Commission  
210 North 1950 West  
Salt Lake City, UT 84134  
**Telephone: (801) 297-6800**

**VIRGINIA - VA**

Dept. of Motor Vehicles  
2300 West Board Street  
P.O. Box 27412  
Richmond, VA 23269-0001  
**Telephone: (866) 878-2582**

**VERMONT - VT**

Agency of Transportation  
Dept. of Motor Vehicles  
120 State Street  
Montpelier, VT 05633-5001  
**Telephone: (802) 828-2657**

**WASHINGTON - WA**

Dept. of Licensing  
Prorate/Fuel Tax Section  
P.O. Box 9036  
Olympia, WA 98507-9036  
**Telephone: (360) 664-1858**  
**Fax: (360) 570-7829 or**  
**(360) 586-5905**

**WISCONSIN - WI**

Dept. of Motor Vehicles  
P.O. Box 7911  
Madison, WI 53707-7911  
**Telephone: (608) 266-9900**

**WEST VIRGINIA - WV**

Division of Motor Vehicles  
1800 Kanawha Boulevard, East  
Bldg. 3, Room 138  
Charleston, WV 25317  
**Telephone: (304) 558-3629**

**WYOMING - WY**

Dept. of Transportation  
Motor Vehicle Services  
5300 Bishop Boulevard  
Cheyenne, WY 82939-3340  
**Telephone: (307) 777-4829**

## **Additional DOL Numbers**

### **IFTA Licenses**

Fuel Tax Section  
PO Box 9228  
Olympia, WA 98507-9228  
**Telephone: (360) 664-1868**  
**Fax: (360) 570-7839 or**  
**(360) 586-5905**

### **Fuel Tax Refunds Unit**

Fuel Tax Section  
PO Box 9228  
Olympia WA 98507-9228  
**Telephone: (360) 664-1838**  
**Fax: (360) 664-8468 or**  
**(360) 570-7843**

### **Special Fuel Dealer, Aircraft and Motor Fuel Distributor Licenses**

Fuel Tax Section  
PO Box 9228  
Olympia WA 98507-9228  
**Telephone: (360) 664-1852**  
**Fax: (360) 664-8468 or**  
**(360) 570-7842**

### **Motor Carrier Financial Unit**

Prorate and Fuel Tax Services  
PO Box 9036  
Olympia WA 98507-9036  
**Telephone: (360) 664-1875**  
**Fax: (360) 586-5905**

### **Titling, 30-60-90 Day Permits**

Dept of Licensing  
Vehicle License Counter  
1125 Washington St  
Olympia WA 98501  
**Telephone: (360) 902-3770**

## **OR CONTACT YOUR COUNTY AUDITOR OR LOCAL LICENSING AGENT**

## **Additional Commercial Vehicle Related Agencies**

### **Single State Registration**

WA Utilities & Transportation  
Commission  
Chandler Plaza Bldg  
1300 S Evergreen Park Dr SW  
Olympia WA 98504-7250  
[www.wutc.wa.gov](http://www.wutc.wa.gov)  
**Telephone:**  
**1-888-606-9566 or (360) 664-1222**

### **Over-Dimension & Overweight Permits**

WA State Dept of Transportation  
Motor Carrier Services  
921 Lakeridge Way SE  
Olympia WA 98504-7367  
[www.wsdot.wa.gov](http://www.wsdot.wa.gov)  
**Telephone: (360) 704-6340**  
**Fax: (360) 704-6350**

### **Declaration of Use Tax**

Dept of Revenue  
[www.dor.wa.gov](http://www.dor.wa.gov)  
**Telephone: (360) 705-6676**  
**(Toll free) (800) 647-7706**

### **Federal Heavy Vehicle Use Tax Information**

[www.irs.ustreas.gov](http://www.irs.ustreas.gov)  
**Telephone: (Toll Free)**  
**(866) 699-4096**

### **Corporations**

Secretary of State  
Dolliver Building  
801 Capital Way South  
Olympia Wa  
[www.corpsd.secstate.wa.gov](http://www.corpsd.secstate.wa.gov)  
**Telephone: (360) 753-7115**

### **Commercial Vehicle Equipment and Inspections**

Washington State Patrol  
Equipment Standards & Review  
[www.wsp.wa.gov](http://www.wsp.wa.gov)  
**Telephone: (360) 753-0350**

### **US DOT Number/MCS-150**

US Dept of Transportation  
Federal Motor Carrier Safety Admin.  
[www.fmcsa.dot.gov](http://www.fmcsa.dot.gov)  
**Telephone: (360) 753-9875**  
**(Toll free) (800) 832-5660**

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